



Minnesota JCC

## **JOB DESCRIPTION**

<b>TITLE:</b>	Manager on Duty
<b>DEPARTMENT:</b>	Health and Wellness
<b>STATUS:</b>	PT
<b>CLASSIFICATION:</b>	Non-exempt
<b>SUPERVISOR:</b>	Fitness Operations Manager

## **POSITION SUMMARY**

The Manager on Duty is responsible for creating welcoming, supportive, and inclusive member experiences by sustaining smooth operations of the building in accordance with the JCC brand expectations, facility standard operating procedures, and department policies.

## **ESSENTIAL FUNCTIONS**

This job description is not intended to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee in this position. Activities, duties and responsibilities may change at any time with or without notice. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

- Responsible for daily opening and/or closing the fitness center
- Greet all members and guests in the fitness center enthusiastically and professionally
- Knowledge of exercise equipment and how to use it and the ability to demonstrate and assist if needed
- Alert and attentive while continuously moving around the fitness center to monitor member activity and ensure safety
- Keep all equipment sanitized, picked up and neatly put in proper storage areas while not in use
- Know and enforce fitness center rules and policies
- Responsible for informing members on all COVID policies and procedures
- Check daily schedule to be aware of activities in the building
- Assist with the fitness desk, membership tours and members/visitors
- Provide emergency care as needed and serve as point person in emergency situations
- Conduct walk through of facility routinely during shift this includes locker rooms, functional area, etc.
- Other duties and tasks as assigned

## **QUALIFICATIONS/REQUIREMENTS**

- 18 years or older
- Experience working in a fitness center preferred but not required

- CPR /AED/First Aid certified within 90 days of employment
- Ability to take initiative in case of an emergency
- Must be detail-orientated, organized and highly responsive with a commitment to customer service
- Basic computer skills, ability to multi-task and problem solve
- Well organized and highly efficient when managing your work
- Team player and show a willingness to learn new things
- Committed to serving the community, the membership of the JCC and each other
- Ability to work independently as well as being able to collaborate effectively with colleagues to effectively solve problems

**COMPETENCIES**

- Proficiency in Microsoft Office Suite
- Excellent verbal and written communication skills
- Proven attention to detail, time management and problem-solving skills
- Positive attitude and dedication to providing exceptional customer service
- Commitment to the highest professional and ethical standards

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to verbally communicate with others.

In the office setting, this is primarily a sedentary role, which requires the employee to sit at a desk for consecutive hours at a time using a computer or other office equipment. Additional physical requirements include occasional bending, crouching, reading and lifting (25 lbs or more).

EEOC Statement: The MN JCC provides equal opportunity to employees and applicants for employment in accordance with applicable laws. Personnel decisions are made on the basis of merit and the needs of the organization. The MN JCC does not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, familial status, status with regard to public assistance, disability, genetic information, sexual orientation, age, military or veteran status, membership or activity in a local human rights commission, or any other status protected by law.

**EMPLOYEES STATEMENT OF ACCEPTANCE**

I accept the conditions associated with this job description and agree to work with management to accomplish the goals of the Center.

\_\_\_\_\_

Date

\_\_\_\_\_

Employee Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Supervisor