



Fitness Centre Attendant Job Description

The Town of Berwick operates the Berwick Fitness Centre at the Kings Mutual Century Centre (KMCC). The Berwick Fitness Centre is a health and recreation facility geared towards exercise and physical activity. Members of the facility have full use of cardiovascular machines, mechanized equipment, and free weights, with personal training sessions and organized group fitness classes offered for an additional fee. Health promotion, active living, a safe facility, and quality service are cornerstones of the Berwick Fitness Centre.

Position Overview:

The Fitness Centre Attendant is the first point of contact for members when entering the Berwick Fitness Centre. Attendants are primarily responsible for ensuring members are provided with a safe and enjoyable experience. This position is a part-time weekend position; availability for weekday coverage for full-time staff absences is considered an asset.

Duties and Responsibilities:

Responsibilities include but are not limited to:

- Greeting members as they enter the facility;
- Inputting new membership information into the gym software;
- Advising current members of upcoming membership expirations and/or payments due;
- Processing membership payments;
- Providing new members with a tour of the facility and a basic overview of the equipment;
- Ensuring the facility and all spaces are kept clean and professional in appearance (including current COVID-19 cleaning protocols). Cleaning includes the following:
 - Sweeping, vacuuming, and mopping;
 - Wiping down equipment and putting weights back on trees;
 - Cleaning mirrors;
 - Checking bathrooms for cleanliness and ensuring supplies are stocked (soap, paper towel, toilet paper);
 - Filling spray bottles;
 - Keeping desk area clean and tidy.
- Ensuring that all rules of the facility are adhered to, including COVID-19 protocols.
- Posting social media updates.

Location & Hours:

The Fitness Centre attendant will work at the Berwick Fitness Centre, located at 250 Veterans Drive in Berwick, NS. The Fitness Centre's hours of operation are Monday through Friday, 6:30 am – 8:00 pm, and Saturday and Sunday 9:00 am – 5:00 pm.

Please email resumes to hr@berwick.ca, attention Karen Peckford. Alternatively, resumes can be dropped off in person at the Berwick Town Hall.