



**WILLIAM JESSUP  
UNIVERSITY**

**JOB TITLE:** Weight Room Attendant  
**DEPARTMENT:** Athletic Department  
**SUPERVISOR:** Weight Room Manager

## **MAJOR PURPOSE:**

The Weight Room Attendant will support the Weight Room Manager and serve the community of William Jessup University students, student-athletes, faculty, and staff. The Weight Room Attendant will aid in overseeing the day-to day operations of WJU's Philip C. Adamick weight room facility. This is a part-time employee or part-time student-worker position within the Athletic Department of William Jessup University.

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Employee is expected to be available for scheduled shifts that correlate with peak usage hours for the weight room as scheduled by the weight room manager.
2. Employee must be present in the weight room facility at all times while the door is open and weight room is in use.
3. Enforce all posted weight room rules.
4. Employee is expected to ensure proper use and care of weight room equipment.
5. Employee is expected to supervise the re-racking of weights and equipment by users.
6. Employee is expected to complete his or her shift by ensuring that all equipment is clean and stored in it's proper location.
  - a. Weight room equipment must be organized and re-racked with plates facing outward for easy recognition by visitors.
  - b. Weights must be stacked together based on weight designation.
  - c. Heavier weights must be re-racked on the lower prongs.
  - d. Lighter weights must be re-racked on the elevated prongs.
7. Employee is expected to ensure that:
  - a. All electrical equipment is powered down
  - b. All windows closed
  - c. All entrances and exits are securely locked
8. Employee is expected to disinfect and wipe down equipment before leaving the facility.
  - a. Bring dirty cleaning towels to Athletic Department laundry room
  - b. Refill cleaning solution
9. As prescribed by the Weight Room Manager the employee is expected vacuum, sweep, mop, and dust designated sections of the weight room facility.
10. As prescribed by the Weight Room Manager the employee is expected oil equipment as necessary.
11. Employee is expected to:
  - a. Notify the Weight Room Manager of malfunctioning or broken equipment
  - b. Remove or post signage on equipment in order to prevent any injury.
  - c. Speak to Weight Room Manager before discarding any equipment (broken or otherwise).
  - d. Place any loose pieces behind the desk in a safe place.

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## **QUALIFICATIONS**

### **EDUCATION/CERTIFICATIONS:**

- Required - current certification from any American Red Cross, AHA, or other approved First Aid/CPR/AED course.

- Preferred – Exercise Physiology background, experience in the weight room, knowledge in weight lifting, safety, proper form, successful execution of movements and correction of improper form in weight lifting.

**SKILLS/ABILITIES:**

- A strong and visible Christian faith.
- Strong interpersonal and communication skills.
- A strong public service orientation to work well with faculty, staff, students and the community.
- Good organizational skills and the ability to work unsupervised
- Maintain confidentiality of information, data and records
- Strong customer service skills
- Supervise visitors and keep others accountable
- Attention to detail
- Strong written, verbal, and interpersonal communication skills
- Self-motivated

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**WORKING ENVIRONMENT:**

The employee agrees to promote the values and mission of WJU as a private Christ-centered University and live a life consistent with biblical principles. All employees of the University are expected to firmly support without reservations the William Jessup University doctrinal statement of personal Christian faith.

**WORKING CONDITIONS:**

Much of the employee’s working time will be spent indoors on cement, rubber, and carpeted floors. The position might require standing for long periods, working with exercise equipment or machinery, and being able to walk, run, kneel, crouch, stoop, or crawl.

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**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION:**

While performing the duties of this job, the employee is regularly required to talk or hear and frequently required to stand, walk, sit, and use hands to handle files, computers, and phones; reach with hands and arms; stoop, and kneel. Frequent and regular repetitive movements required using the wrists, hands, and/or fingers. The employee will occasionally lift and/or move up to 30 pounds. Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The above statements and job description is intended to describe the nature and level of work being performed within this job. They are not intended to be an exhaustive list of all responsibilities, duties and tasks. Other similar or additional duties are to be performed or assigned. Job descriptions are not intended as and do not create employment contracts. William Jessup University maintains its status as an at-will employer. Employees may be terminated for any reason not prohibited by law.

I acknowledge I have reviewed the content of this job description and understand that if I have any physical limitations or require any reasonable accommodations in order to perform my job, I must immediately inform administration.

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Employee Signature

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Date