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# PRAIRIE TRAIL SPORTS COMPLEX

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**\*\*Job Title:\*\*** Facility Attendant, Part-Time

**\*\*Location:\*\*** Prairie Trail Sports Complex, Ankeny

**\*\*Job Type:\*\*** Part-Time (Up to 20hrs/wk)

**\*\*Schedule:\*\*** Evenings and Weekends

**\*\*Job Summary:\*\***

Prairie Trail Sports Complex is seeking a motivated and responsible Part-Time Gym and Facility Attendant to join our team. The ideal candidate should be at least 18 years old, energetic, and passionate about promoting a safe and enjoyable environment for our members and visitors during evening and weekend shifts. If you have a keen eye for cleanliness, a friendly demeanor, and a commitment to exceptional customer service, we want to hear from you.

**\*\*Key Responsibilities:\*\***

1. **\*\*Customer Service:\*\*** Provide friendly and professional assistance to gym members and guests, answering questions and addressing concerns with a positive attitude.
2. **\*\*Facility Maintenance:\*\*** Ensure the cleanliness and tidiness of the gym and facility by regularly cleaning equipment, sanitizing surfaces, and monitoring the overall cleanliness.
3. **\*\*Equipment Maintenance:\*\*** Report any malfunctioning gym equipment or maintenance issues to the appropriate personnel, helping to maintain a safe workout environment.
4. **\*\*Access Control:\*\*** Monitor access to the facility, ensuring that only authorized individuals enter, and check-in members and visitors as necessary.
5. **\*\*Safety and Security:\*\*** Maintain a safe and secure environment by following safety protocols and promptly reporting any incidents or emergencies to management.
6. **\*\*Membership Sales:\*\*** Assist with membership inquiries and provide information about membership packages to potential customers.
7. **\*\*Cash Handling:\*\*** Handle cash transactions and membership fees accurately, following established procedures.
8. **\*\*Enforce Gym Policies:\*\*** Ensure that gym rules and policies are followed by all members and guests, addressing violations appropriately.

**\*\*Qualifications:\*\***

1. Must be at least 18 years old.
2. Friendly and approachable demeanor with excellent customer service skills.
3. Ability to work evenings and weekends.
4. Basic computer skills for membership check-in and cash handling.
5. Strong communication and interpersonal skills.
6. Ability to maintain a clean and organized environment.
7. Previous experience in a similar role is a plus but not required.

**\*\*Physical Requirements:\*\***

1. Ability to lift and move gym equipment and supplies as needed.
2. Standing, walking, and bending for extended periods.
3. Ability to work in a fast-paced and physically demanding environment.

**\*\*How to Apply:\*\***

If you are interested in becoming a part of our team as a Part-Time Gym and Facility Attendant, please submit your resume along with a brief cover letter explaining why you are a suitable candidate for this position. Email your application to [bradyr@prairietrailsc.com](mailto:bradyr@prairietrailsc.com) or drop it off in person at our facility located at 2250 Vintage Parkway, Ankeny, IA 50023.

Prairie Trail Sports Complex is an equal opportunity employer. We welcome and encourage candidates of all backgrounds to apply.