



## **Anyone Can Join. Everyone Belongs.**

**Job Title:** Fitness Desk Attendant

**Reports To:** Fitness Manager

**Part-time:** Monday – Thursday, 2 – 9 pm

### **Introduction:**

The Jewish Federation of Tulsa (JFT) is a cornerstone of Jewish life, culture, and community in Tulsa. Guided by a commitment to innovation, inclusivity, and excellence, JFT creates opportunities for individuals and families to connect, learn, and grow. As an organization committed to a culture defined by our workplace principles—respect, integrity, and support—JFT values collaboration, professional growth, and meaningful impact. By joining JFT, you will play a critical role in strengthening Tulsa’s Jewish community and fostering vibrant connections.

The Fitness Desk Attendant is a member of the Charles Schusterman Jewish Community Center (CSJCC) team. The CSJCC is a welcoming and inclusive health and fitness center open to all.

### **Key Responsibilities**

- Provide excellent customer service to our members and guests.
- Responsible for working the fitness desk area, greeting customers, answering the phone, and registering people for training and fitness classes.
- Clean fitness center equipment, including but not limited to, strength equipment, cardio equipment, free weights, fitness flooring, equipment mats, and carpets.
- Instruct guests on how to properly use cardio and strength equipment while performing client fitness orientations.
- Take payments for guests, new members, and facility rentals.
- Give tours of the facility to possible new members and rental inquiries.
- Oversee set-up, break-down, and attendance for open basketball and pickleball.
- Set up for all rentals.
- Wash, fold, collect, and deliver towels as needed.
- Maintain a clean and safe environment by monitoring the facility constantly and addressing any safety or cleanliness issues immediately.
- Supervise the fitness area to ensure a safe and welcoming environment.
- Conduct basic maintenance checks on equipment and report any issues to the Fitness Manager.
- Enforce all fitness center policies and procedures to ensure member safety.
- Support and assist the staff (Fitness Instructors and Personal Trainers) as requested.

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**Qualifications**

- Be positive, approachable, friendly, and always willing to assist customers.
- Excellent interpersonal skills.
- Be willing to assist others, even if outside the scope of regular duties.
- Interest in health and fitness.

**To Apply**

- Please fill out the application: <https://forms.gle/bY8XpxFwDsoJw8s8>