



## Job Description

**Position Title:** Activities Attendant  
**Position Supervisor:** Fitness Centre Manager

**Job Number** 2023-19  
**Schedule:** Seasonal, Part-Time

**Supervisory Duties:** None

**Wage/Salary:** \$13-\$15/hr      **FLSA Status:** Non-Exempt      **Travel Req'd:** Up to 10% local

### Summary

The activities attendant helps in one or more locations/programs of the club to include: casting pond, Tammany Event Lawn, Mountain Cabin, tennis courts, fitness and spa center, laundry services and other locations where activities and related support services are provided to members and their guests.

### Essential Duties & Responsibilities

- Ensure all equipment is in good condition and ready for use by members/guests; manage the check in and check out processes of all equipment used by members and guests.
- Maintain up-to-date knowledge of all rental and usage policies related to equipment rentals and use.
- Tie up paddles boats to assigned locations and/or boat docks; drag kayaks onto beach.
- Maintain cleanliness and tidiness of assigned area; pick up garbage and lost items; scrub docks/walkways/floors as needed; ensure all areas are free of debris; ensure garbage and waste cans are emptied.
- Put away equipment to assigned locations (e.g., paddleboards in racks and paddles in barn; life preservers in gazebo, tennis balls in launching equipment, etc.) and for the assigned activity location.
- Gather lost and found items and turn into the Clubhouse Concierge desk.
- Ensure lawn areas are clear at end of day to allow for lawn sprinklers and turf maintenance.
- Assist with set up of youth camp areas, pool areas, and event areas; ensure recreational equipment is properly set up and ready for member/guest use.
- Maintain appropriate recordkeeping for assigned activity and submit to supervisor as directed.
- Assist with scheduling appointments as appropriate for the assigned area; assist with ensuring updated marketing notices, announcements, and similar are present within the assigned facility or activity area.
- Ensure adequate supplies for assigned area are available for member/guest use (e.g., towels, pool and locker room supplies, etc.); advise supervisor if additional supplies are needed.
- As directed/assigned, perform laundry services to include delivering laundering soiled towels, linens and similar items ensuring appropriate laundering, folding, packaging, pressing, and delivery of laundered items to various locations within the club property.
- When performing laundry duties, clean and maintain laundry area and ensure cleanliness of commercial laundry equipment; stock laundry supplies as needed and notify supervisor if stock levels are low.
- Notify supervisor of any needed maintenance or repairs so that the maintenance team can be notified.
- Report misuse of equipment and/or injuries and incidents to supervisor immediately.
- May assist in scheduling appointments or reservations for assigned activity area; maintain appropriate records for accurate billing of services provided.
- Perform other duties as assigned.

### Minimum Education & Experience

- Preferred: High School diploma or equivalent.



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- Preferred: 1 year experience as an esthetician in a spa or similar treatment center.

### Knowledge, Skills & Abilities

- Ability to operate commercial laundry washer/dryer.
- Ability to safely operate utility cart on club property.
- Ability to enter water (e.g., pool and pond) when needed.
- Ability to use paddleboats and SUP equipment.
- Ability to communicate effectively orally/verbally with diverse group of individuals and age ranges.
- Ability to be flexible and adaptable in highly fluid and dynamic environment.
- Ability to work with a team and interact with others in a professional and courteous manner.
- Ability to maintain the confidentiality of Stock Farm Club and member and guest information.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Preferred: Knowledge of gym or fitness center operations desired.
- Preferred: Foundational skills in the use of Microsoft Excel or similar spreadsheet software.
- Preferred: Prior successful employment with the Stock Farm Club in this or a related position.

### Additional Requirements & Documentation

- Must be able to pass employment background checks.
- Must possess First Aid and CPR/Defibrillator training, or be able to obtain the certification within 30 days of employment (training provided by Club).
- Must be able to work overtime and holidays as required; must be able to work additional weekday and early morning or evening hours as required.
- Must be able to work variable schedule to include last-minute scheduling needs/changes and working split shifts.
- Must be insurable by Club's auto insurance provider and possess a valid driver's license, as appropriate to the position.

### Environmental & Physical Conditions

General physical activities. Work involves long periods of walking, standing, use of arms and legs, and movement of entire body. Work includes climbing; lifting; balancing; walking; stooping; pulling and pushing; kneeling, and bending; and safely lifting and carrying items up to 50 pounds. Work involves walking on uneven and slippery surfaces.

*Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.*