

# MIAMI NATION JOB DESCRIPTION

**POSITION TITLE:** WELLNESS CENTER SUPPORT  
**CLASSIFICATION:** NON-EXEMPT  
**STATUS:** PART-TIME

**JOB SUMMARY:** This position is responsible for greeting Myaamia Wellness Center participants while maintaining a clean, safe and sanitary environment located at 54525 E 65 Rd, Miami, OK. This position is under the direct supervision of the Wellness Manager.

## **MAJOR JOB FUNCTIONS:**

- Welcome Wellness Center participants; answers telephone calls
- Provide excellent customer service to all Wellness Center participants
- Maintain clean, safe, welcoming atmosphere for all participants
- Clean common areas, bathrooms and locker areas, with occasional deep cleaning, to ensure safety of all participants
- Launder towels and other items as directed
- Ensure exercise aids, towels and water shoes are clean, organized and available for all participants
- Promote safety at all times and ensure participants are aware of Wellness Center policies and procedures
- Immediately call 911 to report emergencies
- Make notification to supervisor concerning emergencies and accidents, in addition to completing the applicable Miami Nation forms (incident report, accident report, etc.)

## **OTHER JOB FUNCTIONS:**

- Make necessary notifications to participants when classes are cancelled and/or rescheduled, as directed
- Maintain list of cleaning supplies that needs to be replenished
- Immediately notify supervisor of any items that are damaged or broken
- Ensure Wellness Center is secure before leaving
- Other duties as assigned

*This position includes, but is not limited to, the job functions listed above.*

## **MINIMUM QUALIFICATIONS:**

- High School graduate or equivalent
- CPR Certified or willing to obtain certification within the first 90-days of employment
- Ability to work varied schedule
- Must possess high integrity regarding confidential and sensitive information
- Ability to work unsupervised
- Must adhere to safety procedures at all times
- Must be dependable
- May be subject to criminal background investigation
- Possess valid driver's license and be insurable
- Be drug free and successfully pass pre-employment and random drug screenings throughout employment

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**PHYSICAL REQUIREMENTS:**

- Standing, stooping, bending, lifting and/or carrying up to 25 pounds daily
- Must be physically able to perform the duties of the position
- Adhere to work rules, policies & procedures and safety standards
- Adhere to all OSHA and other applicable safety guidelines and regulations

**CONDITIONS OF EMPLOYMENT:**

- Part-time position subject to budget availability

***DISCLAIMER: The above describes the general nature and level of work being performed by employees assigned to this position. It is not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all personnel so assigned.***

As an employee of the Miami Tribe, I will perform the requirements of this position to the best of my ability for the overall good of the Tribe.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date