**Winona Family YMCA**

**Wellness Attendant Schedule, Duties, Roster**

Revised 2.10.24

**WEEKLY SHIFTS**

* Monday-Friday, 5:30-8:15pm  
  Monday attendant has the option to start at 5 pm because it is so busy.
* Saturday 9-11am, 2:30-5:15pm

Supervisor assigns hours in paycom. Hours may be flexed if approved and communicated with supervisor ahead of time. Time off or unavailable for work must be communicated to supervisor ahead of time by email. If you are sick or injured and cannot work, please inform supervisor as soon as possible, at minimum 2 hours before your scheduled shift. Unplanned absences due to illness or injury will be filled by supervisor. If you are scheduled and have a conflict, you must find your own replacement and inform supervisor who your replacement is.

Please wear Y staff shirts and name tags while working as attendant.

**CLEANING SCHEDULE & DAILY FOCUS  
Monday:** All Cardio Machines concentrating on the bases.

**Tuesday:** Dumbell rack and cables. Clean mirrors.

**Wednesday:** Floors. Use mini vacuum in Fitness & Wellness Director’s office. Broom and dustpan in maintenance area

**Thursday:** Squat racks, bench presses, flat benches, Smith Rack, preacher curl.

**Friday:** All pin and plate loaded weight machines concentrating on the bases, mats, accessories, cycle corridor.

**Saturday:** Laundry, fill bottles, clean any and all machines members aren’t using. White towels should be a priority so they are well stocked for Sunday.

**Every shift:** Organize shelving, cable attachments, and Kettlebells. Fill spray bottles and mini bottles throughout shift. Laundry - Prioritize gray and white towels. Laundry should be done continuously throughout every shift. Clean mirrors in studios and Wellness Center when needed. Provide good customer service and maintain the rules of the Wellness Center and Gym. Grease cables when needed. Assist Member Services, ask them if they need help with anything (tours, equipment orientations, etc.). Basketball game play to end at 7:55 pm, and all members without 24/7 need to be out on time. Prescreen members and give them a heads up when we close. Assist Member Services with locker room closing if there is no lifeguard. Take random walk throughs of bathrooms and locker rooms for safety checks. Children under 10 should be supervised in the building at all times.

**BEHAVIOR EXPECTATIONS & PHONE USE**Wellness Center attendants should **not be lifting, playing sports, reading or doing homework, or hanging out with friends during work shifts.** Keep phone use to a minimum.

**PHONE USE WHILE WORKING  
Appropriate:**

Contacting supervisor (include another adult in the communication if you are a minor)

Contacting parents or someone for a ride home

On breaks while punched out

In an emergency

Photos and videos of issues or broken equipment

**Questionable:**

Listening to music while cleaning - only one airpod permitted, must be able to hear pages and communicate with members

**Inappropriate:**

Taking or viewing non-work related videos

Taking or viewing non-work related photos

Posting to social media

Doing homework

Non-work related, non-urgent phone calls

Non-work related, non-urgent texting

**DUTIES & EXPECTATIONS**

* Code Key box is #3245. Please return it before you leave, or use spare key in Fitness & Wellness Director’s office.
* Make sure PT Studio is unlocked for member use and place the sign outside for open PT studio. Lock at closing and bring sign into the room.
* Fill Wellness Center and mini spray bottles with E62 sanitizer. Mini bottles are located in the fitness studio, cycling studio, gym closet, and the Clara Barton room. Mini bottles are all in a milk crate and are used to clean group fitness class equipment.
* Put towels, spray bottles, and equipment away that members leave out. There should be 5-6 mats on each wall hanging - there are 3 mat hangers. Don't try and lift anything that is too heavy for you. Put away what you can.
* Clean fitness studio - roll up and put away mats, empty dirty towels. Fitness studio equipment closet is a 'dummy door' and is not locked, just give it a big pull.
* Make sure **both doors** to the fitness studio are locked, lights and stereo are off.
* Clean PT studio. Make sure equipment is put away. Wipe down equipment on shelves.
* **Bands should be cleaned with soap and water and not E62 sanitizer.**
* Clean Wellness Center in between duties - wipe down machines, wipe down the baseboards, front of the treadmills.
* Maintain rules of the Wellness Center - put weights away, no slamming, no socks or bare feet. No children under 12.
* Shirtless basketball is not allowed at the YMCA. Shirts must be worn at all times.
* Basketball play should be stopped 5 minutes before closing. Staff should enter the gym and make sure play stops.
* About 15-20 minutes before close, start closing stuff. Lock PT studio - turn off lights. Make sure both upstairs offices, Gym equipment closet and Fitness Studio are locked.
* Organize cycle corridor equipment and kettlebell and cable attachment shelf.
* Stop down to Member services 5-10 minutes before close and assist with closing duties. Attendants will help with locker room closure when the pool is closed.
* If you feel things have escalated to the point where a member should be asked to leave, **get a hold of a director. Attendants should give members a heads up about closing time and ask unaccompanied minors to leave at closing. Member Services will check for 24/7 access during the final walk through. Attendants should join MS for the walk through at the discretion of the MS staff on duty.**
* The Wellness Attendant should not leave until MS staff has given them the go ahead or early leaving is approved by supervisor. The attendant is scheduled 15 minutes after the building closes to assist with closing procedures.

Failure to follow YMCA policies, procedures, and expectations will result in verbal or written warning, and may result in a deduction of scheduled hours.

**Supervisor of Wellness Attendants:**  
Jackie Goyette, Fitness & Wellness Director

507-313-1373 [jgoyette@winonaymca.org](mailto:jgoyette@winonaymca.org)

Contact Melissa if Jackie is unavailable:

Melissa Gernes, Fitness & Wellness Lead, LiveSTONG Coordinator

651-230-5842 [mgernes@winonaymca.org](mailto:mgernes@winonaymca.org)

**Regularly scheduled attendants & schedule:**  
Mallory Brown 507-460-9449 [malloryanne03@gmail.com](mailto:malloryanne03@gmail.com) (Saturdays 9-11)

Kim Hill 507-458-2585 [hill.kimberly.rose@gmail.com](mailto:hill.kimberly.rose@gmail.com) (Wed 5:30-8:15 pm, Fri 5:30-8:15 pm)

Kenzie Meyerson 612-804-9615 [kmeyerson@winonaymca.org](mailto:kmeyerson@winonaymca.org) (Thurs 5:30 pm)

Jordan Mickelson 608-769-6301 [jmickelson@winonaymca.org](mailto:jmickelson@winonaymca.org) (Tues 5:30-8:15 pm)

Lexi Urbick 507-313-5866 [urbicklex123@yahoo.com](mailto:urbicklex123@yahoo.com) (Sat 2:30-5:15 pm)   
Infinite Yang 763-438-0835 [yang21infinite@gmal.com](mailto:yang21infinite@gmal.com) (Mon 5-8:15 pm)

Sunday attendant 12-2:15pm indefinitely (Mallory & Lexi)

**Casual on-call/backup attendants:**  
Nick Buban 414-949-6410 [nbuban@winonaymca.org](mailto:nbuban@winonaymca.org)

Jacob Johnson 612-868-9762 [JohnDeereJohnson2003@gmail.com](mailto:JohnDeereJohnson2003@gmail.com)

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