



Hello Applicants!

ADAPT is a 60k sqft sports facility and fitness club in North Miami that offers a multitude of services to enhance your well-being. We believe in “Quality Over Everything” and aim to provide this in every aspect we offer. ADAPT offers a variety of training programs for both youth and adults, recovery services, and sports programs. There is something for everyone here at ADAPT. We are looking for a new team member that can step in and take on this amazing growth opportunity.

We are looking for someone who:

- Has a customer centered mindset
- Is comfortable communicating over the phone and via email in both English and Spanish (Spanish is strongly preferred but not a requirement)
- Is organized and enjoys helping others
- Has sales and customer service experience
- Is a true team player - we are a close knit team that depends on each other for success!

We are looking for candidates who have at least an associate's degree but will consider any applicant who can showcase the above skills through their work experience and resume. All we are looking for is somebody willing to learn our processes and grow with the company as we expand. The right person should find the position challenging, but also rewarding.

Benefits:

- Weekly business education consulting
- Monthly fitness/ wellness stipend
- Quarterly team building and community events
- Regular compensation increases to those that hit benchmarks
- Facility membership for yourself
- Promotion opportunities - we want our employees to be doing what they do best. If you are hired and show great promise in the business, we will not hesitate to promote you to those vertical positions.

Overall we promote a healthy work-life balance, we laugh and enjoy our community, and have a generally good time providing our client's results and a great atmosphere. If all of this sounds like a fit for you, feel free to amend your resume with a cover letter letting us know!



## Detail Staff Job Description

**Title:** Detail/Event Coordinator

**Reports to:** Detail Manager

**Pay type:** Hourly

**Pay range:** \$15.00 per hour

### Job Summary:

The Detail/Event Coordinator will be responsible for following facility maintenance procedures for all areas of our Studio A and Studio B facility. The Detail Team staff has daily contact with members, staff, prospects and other personnel and therefore is a key player on the facilities team. The Detail/Event Coordinator provides support, and is accountable for delivering on our commitments to our members. The Detail/Event Coordinator will have a basic understanding of construction. They will be well-versed in all maintenance processes and health and safety regulations. The Detail/Event Coordinator responds to ADAPT's service needs and is instrumental in helping ADAPT's goal to ensure the facilities are well-cared for and adequate to support the organization's operations.

### Meeting Schedule:

- Team meeting - Monthly
- Detail Team meeting - Monthly

### Major tasks and responsibilities:

1. Assure the facility is maintained in a clean, sanitary and safe condition.
2. Follow the cleaning procedure.
3. On a regular basis, or as requested perform basic repair and maintenance services.
4. Helps in preparing vacant rooms for new partnerships.
5. Reports any maintenance concerns on the building, and common areas, to the General Manager.
6. Attends and participates in training programs as required by management
7. Delivers superior customer service and represents the company in a professional manner at all times.
8. Maintains and safeguards all company tools and equipment
9. Completes opening and closing procedures
10. Perform any other related duties as required or assigned.

### Physical Requirements:

- Must be able to lift up to 45 pounds at times.

### Compensation Package:

- Shifts can be swapped with other staff members in the same month.

# ADAPT

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Managers Initials: \_\_\_\_\_