Gym staff onboarding responsibility pack

Type into the fields in a PDF reader, save a copy, or print and write by hand. Use record references; do not include passwords or unnecessary personal information.

Club / starter / role

Start date / manager / buddy

Uniform and equipment arrangements

Systems access requested and approved

Required training and evidence location

First-week check-in

Second-week follow-up

Outstanding actions before working independently

Gym staff onboarding responsibility pack

- [ ] Confirm the role, start date and responsible manager.
- [ ] Arrange uniforms, equipment and a first-shift buddy.
- [ ] Grant only approved role access; never share credentials.
- [ ] Complete the existing safety and emergency induction.
- [ ] Record required training and evidence in the approved system.
- [ ] Check understanding rather than treating attendance as competence.
- [ ] Schedule first-week and second-week conversations.
- [ ] Record approval and remaining restrictions before independent work.

Next action / owner / due date

Evidence or approval reference

Unresolved items / escalation

Reviewed by / date / next review

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Example Fitness and all names, dates, amounts and outcomes below are fictional. They demonstrate how to complete the form, not typical results or spending recommendations.

Club / starter / role

Example Fitness North / Sam / team member

Start date / manager / buddy

9 November / Alex / Morgan

Uniform and equipment arrangements

Two shirts ordered; collection on first shift

Systems access requested and approved

Role approved; individual account invitation pending

Required training and evidence location

Site induction due first day; certificates in approved staff system

First-week check-in

13 November: review systems and member enquiries

Second-week follow-up

23 November: confirm confidence and remaining training

Outstanding actions before working independently

Access acceptance and emergency briefing still outstanding

How to use this pack

1. Use this alongside the existing staff induction checklist.
2. Assign each preparation item before the starter arrives.
3. Use follow-ups to confirm understanding and close remaining actions.

See the related ClubPilot workflow