

FIELD OPERATIONS PHYSICAL REQUIREMENTS

The following Regus Field Operations positions require the physical abilities as indicated below:

- Area Manager – Sales/Operations
- Community Associate/Community Manager
- Other field/center positions (if applicable)

Physical Requirements *(frequency varies by position and center business needs)*

Remain in a stationary position for long periods of time (i.e. working at front reception desk answering phone, working on computer, sorting mail, greeting clients, etc.).

Move around the center/building to accomplish assigned tasks (i.e. maneuver office equipment/furniture, pick up/deliver mail and parcels, escort clients/tours, check business lounge/kitchen, etc.).

Move (floor to waist, waist to shoulder, above shoulder) in execution of assigned tasks:
 Using moving aids, move and position office equipment/furniture, kitchen supplies and equipment (up to 60 lbs).
 Transport items as part of daily tasks (i.e. delivering office supplies, packages, etc.).
 Use upper extremities to press against something with steady force in order to thrust forward, downward or outward (i.e. delivering mail/packages using a mail cart, moving furniture within center and offices, etc.).
 Use upper extremities to exert force in order to draw, haul or tug objectives in a sustained motion (i.e. delivering mail/packages using a mail cart, moving furniture within center and offices, etc.).

Ascend and descend a ladder/stepstool to reach upper cabinets/storage, etc.

Maintain body equilibrium to prevent falling or slipping during execution of tasks (climbing, reaching, etc.).

Position self to maintain computers in center, including under the desks and in the server/telecommunications closet or office.

Bend body downward and forward by bending spine at the waist retrieve items at/from floor level (i.e. lifting supplies/equipment, sorting mail, etc.).

Twist/rotate (i.e. retrieve/place items, answer phones, view computer screens, etc.).

Bend legs at knee to come to rest on knee or knees (i.e. reach items on floor, plug in office equipment under desks, etc.).

Move about on hands and knees or hands and feet (i.e. reaching under desks and around office furniture to plug in office equipment, retrieving items from underneath work surfaces, etc.).

Extend hand(s) and arm(s) in any direction (forward, below waist and/or above shoulder) (i.e. putting away dishes, retrieving kitchen and office supplies from shelves and cabinets, retrieving items from underneath work surfaces, etc.).

Move equipment/furniture which requires ability to grasp and control item being moved (up to 60 lbs).

Operate computer and other office productivity machinery in a proficient manner (i.e., a calculator, phone systems, copy machine, computer, printer etc.).

Communicate effectively with clients/customers, center teams and others (i.e. greet customers, answer and respond to inquiries, participate in client and company meetings and events, assist vendors, etc.).

Exchange accurate information in all center business-related situations.

Recognize clients/customers upon entering the center.

Observe needs for the effective operations of the center and its business (i.e. respond to email, use phone system, etc.).

Detect areas needing attention (i.e. items impeding safety, kitchen cleanliness, refilling kitchen supplies, maintaining copiers/fax machines, program telephone system, etc.).

NOTE: The job description and its physical requirements are subject to change at any time at management's discretion.