JOB PURPOSE:

Oversees locker room operations. Maintains and cleans locker room facilities. Trains and oversee student employees. Maintains supplies and equipment.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Assists with hiring, training and overseeing part time student staff in locker room operations. Develops work schedules, monitors performance, maintains employee records and verifies payroll information.

Unlocks locker room and pool doors for authorized users and secures area when not in use. Performs regular locker room patrols/inspections and assists patrons with problems.

Oversees locker rental process, completes locker assignment cards, checklist, refund and credit forms. Empties and cleans lockers. Rotates and/or installs locks.

Orders and prepares linen and equipment for participant use. Operates washer and dryer, cleans dryer lint traps and vent pipe. Exchanges clean towels.

Washes, dries, folds, and stores towels.

Cleans office and keeps it orderly on a regular basis.

Maintains, cleans, repairs and issues equipment to classes and authorized users. Maintains inventory of equipment and supplies; orders replacement items as needed. Recovers fees for lost equipment.

Inventories, purchases and monitors the receiving of cleaning supplies. Maintains and organizes storage areas.

Assesses equipment needs for events and oversees equipment issuance, event set-ups and takedowns.

Assists with safety and security of facilities, equipment and programs.

Assists with preparation of monthly and annual reports, monitoring of budget and financial projections.

Performs other tasks as needed.

KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to interpret and follow simple oral and written instructions.
Ability to maintain cordial working relationships with other employees and patrons.

Good organizational and communication skills.

Ability to perform basic computer and database operations.

Ability to work in safe and efficient manner.

**MINIMUM REQUIREMENTS:**

**Education:** High school diploma or GED

**Experience:** Six months experience which includes supervisory and locker room or sports facilities experience.

**Certifications/Licenses:** Valid driver’s license with ability to be insured by Indiana University.

**PHYSICAL REQUIREMENTS:**

Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, lifting/carrying up to 50 lbs. multiple times per shift, fingerling, talking, hearing, and seeing.

**WORKING CONDITIONS:**

Spends most time indoors with possible exposure to extreme heat when working with washing equipment. Possible exposure to distraction/uncomfortable noise levels. Risk of bodily injury from mechanical parts, electricity, etc. Possible exposure to fumes, odors, etc. that may affect respiration and skin.

The intent of this job specification is to provide a representative summary of the types of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this specification.

A person with a disability who is pursuing employment opportunities with Indiana University and wishes to discuss minimum requirement accommodations should contact the campus HR office.