

**Position Summary**

The employee is responsible for cleaning and maintaining Campus Recreational Sports equipment and facilities. The Cleaning Associate also provides labor support for special event functions, moving and set up activities. Strenuous physical effort and lifting are occasionally required.

Work Locations

Work locations include, but are not limited to, SRSC, Bill Garrett Fieldhouse, and Woodlawn Fields.

Work Conditions

The employee should be prepared to perform work in all weather conditions and work environments.

Supervision

The Cleaning Associate reports to Will Polley – wpolley@indiana.edu

Specific Responsibilities

1. Safety – Is # 1!! Become Risk management certified and maintain your safety certifications!! The Cleaning Associate must be certified in UP:PDT and Risk Management Workshops. Campus Recreational Sports offers these safety classes as paid training – about 2 hours.
2. Cleaning – Diligently cleans and maintains facility equipment with due regard applied to safety considerations.
3. Stewardship – Perform work with the correct cleaning and care of equipment/supplies.
4. Work site – Maintains and monitors tools, equipment, supplies, hardware, and work areas in an orderly, organized, and safe manner. Any problems should be reported to appropriate supervisory personnel.
5. Documentation and Communication – The employee is responsible for documenting his/her work activity during their assigned shift (in minutes).
6. Other Duties – Attendance to monthly staff meetings is required. The employee may be required to perform any assignment necessary to facilitate the mission of Campus Recreational Sports.

Qualifications:

Must be at least 18 years of age and Risk Management compliant. A minimum of six hours per week is required

Job Features:

Starting salary: \$10.40/hour with potential merit salary increases on a semester basis.