



JOB DESCRIPTION INSTRUCTIONS

Name of Position: Student Worker for Track / Cross Country Laundry

Department: Athletics

Campus Location: Stewart FieldHouse Laundry Room

Supervisor: Tim Testa / Mike Kirkland

Length of Contract: Fall Semester during cross country season – Spring Semester during track season

Pay Rate: Minimum Wage

Job Purpose: Launder team uniforms following our meets.

Job Responsibilities: Doing the laundry

Qualifications:

- Experience preferred (may be for Team Leader or Event Leader type of positions).
- If particular field of study is preferred, list it.
- Familiarity with the office equipment (list equipment you prefer them to have experience with).
- Good computer skills (list programs your department uses, for example Microsoft Word or Excel).
- Excellent communication skills and detail oriented.
- The ability to handle confidential matters and to be professional.
- Ability to work well with others.
- Willingness to tackle new projects.
- Ability to work between 15 – 20 hours per week (indicate if evenings/weekends/holidays are required).
- Flexible schedule (if required).
- Travel to sites via your own transportation (if required).

Skill Development Areas:

- Listening, Customer Service, Time Management, Multitasking, Communication, Intercultural proficiency, Student Learning.

Evaluation: Showing up on time and doing the laundry in a timely manner