## Beloit College Student Employment Job Description

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Athletics Laundry</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department</td>
<td>Athletics</td>
</tr>
<tr>
<td>Work Location</td>
<td>Sports Center/Stadium</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$7.25</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Jacob Marshall</td>
</tr>
<tr>
<td>Account Number</td>
<td>01-56550-00000-00000-xxxxx</td>
</tr>
</tbody>
</table>

Do multiple individuals hold this position at one time?  Yes [X] No [ ]

Number of positions available: 20

### Work Schedule
A student in this position can expect to work 4 hours per day, 10 hours per week.

The student will work [ ] Monday thru Friday [ ] Saturday [ ] Sunday [X] any day of the week.

Hours are available during the following times of the day: **Varies, usually afternoons and evenings, some late nights**.

### Department/Position Overview

All laundry personnel will be responsible for the cleaning and organizing of team uniforms, towels, and other items as directed. Laundry personnel will follow biohazard protocols and report any equipment malfunctions or problems directly to the supervisor.

### Description of Duties and Tasks

- [X] Interact with and convey a positive attitude to visitors and the campus community in person or by phone
- [ ] Conform to an established work schedule; reliably work set hours as assigned
- [ ] Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
- [ ] Maintain the confidentiality of departmental/employee/student information
- [ ] Run errands on and/or off campus, including campus mail pick-up and delivery
- [ ] Perform light cleaning, departmental organization, and upkeep as required
- [X] Work efficiently and accurately without immediate supervision
- [X] Must be self sufficient and able to work late hours independently

### Required Training and Skills

- [ ] Ability to communicate in a concise and effective manner, both verbally and in writing
- [X] Detail oriented with strong organizational skills
- [ ] Familiarity with specific computer software, listed here:
- [ ] Familiarity with specific equipment, listed here: