



COVENANT

CHRISTIAN ACADEMY

Gym Custodian/ Game Manager Job Description

The Gym Custodian / Game Manager will maintain the gym and gym lobby areas at an excellent level of cleanliness, will oversee the proper running of events for designated Covenant Varsity and Middle School home games, and will serve as Covenant's on-site representative and attendant to rental groups during events that are deemed to need support by Covenant's administration.

Accountability

The game manager /gym attendant will report to the Athletic Director for accountability, direction, and needs assessment.

Qualifications

- Must be at least 18 years old.
- Must be a member or regular attender of an evangelical Christian church.
- Must be able to represent the school in a Christ-like manner and enforce the athlete and parent codes of conduct as laid out in sections 4.7-8 of the Parent–Student Handbook .
- Must be able to lift and move up to 50 lbs, install volleyball equipment, and operate cleaning machinery.
- Must be diligent, conscientious, self-motivated, and able to be assertive when necessary.
- Must be willing to serve facility needs cheerfully, taking out trash and cleaning up spills and messes in all areas of the gym, bathrooms, and locker room facilities.

Responsibilities

- Gym Cleaning Duties
 - Dry mop and Chariot wash gym floor at least once per week when gym is in use.
 - Perform monthly deep clean of gym floor per instructions from floor manufacturer.
 - Thoroughly clean bathrooms and locker rooms once per week (wash and sanitize all sinks, toilets, and showers, take out all trash, wipe down mirrors, restock paper weekly. Mop bathroom floors twice / month).
- Gym Rental Attendant Duties
 - Be available by phone during gym rentals to respond to any urgent needs of renters.
 - Physically check in with gym rental organizer mid-way through event lasting 6 hours or more to respond to any issues that have arisen and to ensure that gym policies of footwear and no food / drink in the gym are being followed.
- Game Manager Duties
 - Set up court and gym for requirements of volleyball or basketball games as appropriate. This includes bleachers being out, setting up sideline chairs for the teams, scorers table and timer, practice and game balls, etc. (detailed list of requirements available from Athletic Director).



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- Ensure lobby door into school remains locked and closed.
- Introduce yourself to visiting team coaches and officials as they arrive and have them sign appropriate documents. If officials are not present 30 minutes prior to game, contact Athletic Director.
- Be available to lead announcements, game introductions, score keeping, or other activities as necessary.
- Attend to custodial needs of bathrooms during home games as necessary. Spot clean, restock paper, take out overflowing trash.
- Be prepared to call 911, supply ice for injuries, monitor and address spectators according to our spectator guidelines, and ensure no food or drink is brought into the gym.
- Complete Game Manager binder according to instructions.
- Assist with clean up of the gym and tear down of equipment (volleyball team and coaches should assist with volleyball nets and poles).
- Close up the gym, ensuring all guests are gone, lights are turned off, and doors are securely locked.