



JOB DESCRIPTION

Position Title: Facility Attendant

Department: Deree College Athletic Club (DCAC)

Reports To: Athletic Facilities Manager

Position Summary

Responsible for cleaning, maintaining, and monitoring the athletic facilities to ensure their safe, efficient, and uninterrupted operation. Supports daily facility functions, compliance with regulations, and the successful execution of athletic programs and events.

Main Responsibilities

- Opens and closes the facility in accordance with established procedures.
- Properly checks all guests entering the facility (valid ID, appropriate athletic attire and footwear).
- Cleans and maintains assigned venues to ensure they remain in excellent condition.
- Installs and removes pool covers as required.
- Washes team uniforms and athletic wear.
- Implements maintenance procedures in accordance with manufacturer guidelines and applicable legal requirements to ensure proper facility operation.
- Inspects assigned venues and reports any irregularities, recommending corrective actions as needed.
- Monitors the overall operation of assigned areas to ensure smooth and safe functioning.
- Maintains accurate records of actions taken within areas of responsibility and prepares reports as required.
- Enforces athletic facility rules and regulations to ensure proper use.
- Assists in the setup and breakdown of major OA events to support successful implementation.

- Performs other duties as assigned by the supervisor.
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Interfaces

Internal: Students, faculty, staff, coaches, Technical Services, and community members.

External: Vendors of athletic supplies and equipment; third-party contractors for pool and athletic facility maintenance.

Required Qualifications

- High school diploma.
 - Bachelor's degree in a sports-related field (preferred but not required).
 - Good knowledge of Greek and English.
 - Basic computer proficiency.
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Experience and Competencies

- 1–3 years of experience in a similar position.
- Flexibility and adaptability.
- Ability to work shifts, weekends, and additional hours when required.
- Ability to support game and event operations.
- Ability to operate equipment and perform basic mathematical calculations.
- Ability to follow instructions accurately.
- Strong attention to detail.
- Demonstrates initiative in maintaining and safeguarding facilities.
- Good physical condition and willingness to perform manual labor.