Bemidji State University invites applications for the position of:

**Athletic Equipment Manager / Laundry Services**

**AFSCME JOB POSTING**

**CLASSIFICATION:** Athletic Equipment Manager (00139530)

**OPENING DATE:** July 22, 2019

**BID CLOSING DATE:** Monday, July 29, 2019 at 4:30 p.m.

**CLOSING DATE:** August 6, 2019 at 11:59 p.m.

**POSITION LOCATION:** Bemidji State University Athletic Department

**APPOINTMENT TYPE:** Unlimited Full-time

**APPOINTMENT DATE:** As soon as possible

**SHIFT & SCHEDULE:**
- Academic Year Hours – 3:00-11:30 p.m.;
- Alternating Weeks – Week 1: Tuesday-Saturday / Week 2: Monday-Friday;
- Summer Hours – Monday-Friday 1:30-10:00 p.m.

**POSITION PURPOSE:**
This position performs clerical and manual tasks in the receiving, storing, issuing, repairing and laundering of uniforms, apparel equipment and equipment used in Athletics, Physical Education, Health and Sport (PEHS) classes, Campus Recreation, Residential Life and special events. Work is performed according to prescribed procedures or with specific instructions.

**PRINCIPLE RESPONSIBILITIES AND RESULTS**

1. Supply students, athletes, and coaches so they are appropriately outfitted by receiving, storing, and issuing athletic uniforms, equipment, accessories and other physical education equipment. Recommend purchase of new equipment and supplies to keep necessary items stocked in inventory. Monitor uniforms and equipment so they are in usable condition and meet safety standards: sew and patch tears, insert laces, replace cleats, and other minor repairs. Maintain an inventory of assigned sports athletic equipment used by the department and assigned sports/classes. Provide athletic equipment/uniforms to support assigned sports for practice and competition needs. Provide equipment to students in selected skills classes prior to each class; check in equipment at the end of classes. Perform minor repairs on equipment and uniforms. **Priority: Essential**  **Percent of Time: 25%**  **Discretion A**

2. Itemize athletic equipment, supplies and materials so that adequate levels are maintained. Update perpetual inventory records and conduct period physical inventories. Follow guidelines for issuance and retrieval of reusable athletic apparel. Maintain an inventory of assigned sports athletic supplies and materials by ordering needs when necessary by producing purchase orders. Implement procedures to replace or repair lost or damaged articles. **Priority: Essential**  **Percent of Time: 20%**  **Discretion B**
3. Provide Laundry for all used towels, uniforms, apparel for student-athletes, campus recreation and residential life are properly supplied with clean items by sorting, counting, washing, drying, and distributing items. Maintain a supply of clean towels, apparel, and uniforms following best practices for stain and spot removal. Determine if uniforms are in need of repair.

   **Priority:** Essential  **Percent of Time:** 20%  **Discretion B**

4. Clean locker rooms, assign locker room areas and lock assignments. Assign locker rooms to teams. Clean locker rooms as determined by protocol. Report repairs needed in locker room. Issue and record locks and towels. Initiate and send invoices to individuals for locks that are not returned.

   **Priority:** Essential  **Percent of Time:** 20%  **Discretion B**

5. Provide work direction to student workers. Hire, train and provide work direction for student workers. Schedule hours and identify duties for student workers.

   **Priority:** Secondary  **Percent of Time:** 15%  **Discretion B**

**MINIMUM QUALIFICATIONS:**
- Knowledge of athletic equipment and its maintenance/repair.
- Ability to keep records and perform clerical functions and math calculations sufficient to order supplies and complete inventories.
- Ability to provide work direction and training to student workers and other staff.
- Ability to perform a variety of physical tasks, lift and carry materials weighing 40-60 lbs (and occasionally more), and work in inclement weather conditions when necessary.

**PREFERRED QUALIFICATIONS:**
- Education/Experience: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.
- Ability and knowledge to use a computer for email, e-time sheets, communication with staff, and logging of data for record keeping. (ex. Excel Spreadsheets)
- Prioritize multiple tasks on a daily basis.
- Work effectively alone or in a team environment.
- Demonstrates a knowledge of, an interest in, or experience with, diverse cultures and populations.

**ENVIRONMENTAL CONDITIONS:**
The work environment characteristics described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The noise level in the work environment is usually moderate.

**PHYSICAL FACTORS:**
**Constant:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. The employee must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, peripheral vision, and ability to adjust focus. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, and talk or hear.
TO APPLY:

**Internal Bid Process** - Open for Bids from eligible AFSCME members 7/22-7/29/19. Any current employee interested in this position and eligible to bid should submit a bid application by 4:30 p.m., Monday, July 29, 2019, to the Human Resources Office, Deputy 350. This form is found on the Human Resources website at: [https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/](https://www.bemidjistate.edu/offices/human-resources/current-employees/supervisors-toolkit/hiring-orientation/recruitment-selection-hiring/)


If you are unable to apply online, please contact the job information line at 651.259.3637 For additional information about the application process, go to [http://www.mn.gov/careers](http://www.mn.gov/careers)

If you have general questions about this posting or submitting an internal bid, contact Teresa Hanson, at teresa.hanson@bemidjistate.edu.

If you have questions about the position, contact Tim Bellew at tim.bellew@bemidjistate.edu.

All employees must comply with department and institution procedures and policies, MnState policies and procedures, as well as local, state and federal laws, regulations, guidelines and business and industry standards.

This description is intended to indicate the kinds of tasks and level of work difficulty required of the position. It is not intended to limit or modify the right of any supervisor to assign, direct and control the work of employees under his/her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar level of difficulty. In accordance with the Minnesota State Colleges and Universities (MnState) Vehicle Fleet Safety Program, employees driving on university or college business, when using a rental or state vehicle, shall be required a Vehicle Use Agreement form and consent to a Motor Vehicle Records check annually.

Bemidji State University is an Affirmative Action Equal Opportunity Employer and Educator. This document is available in alternative formats to individuals with disabilities. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service.

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**UNIVERSITY / COMMUNITY**

**WHY BEMIDJI:**

Bemidji State University is nestled among the pines along the shores of Lake Bemidji, just blocks from a thriving downtown community. In this Northwoods setting, students, staff, and faculty have a variety of activities at their fingertips. Possessing all the charm and character of a college town, Bemidji remains a tight-knit community of good neighbors and engaged citizens who always come out to cheer for the Beavers. While the city of Bemidji — named after the Ojibwe Chief Shaynowishkung (nicknamed Bemidji) — is home to a diverse population of more than 15,000 people, it serves a regional population of more than 100,000.

Located between three American Indian reservations – Leech Lake, Red Lake and White Earth, students at Bemidji State University have the opportunity to experience a dynamic local culture and history. Bemidji also sits at the center of the legends of Paul Bunyan and Babe the Blue Ox. The famous statues of Paul and Babe greet students as they drive in from the south along Lake Bemidji.
Though quaint and historic, the city offers the urban conveniences upon which college students rely. Bemidji State is conveniently located minutes away from affordable restaurants, cozy coffee shops, grocery stores, city parks and more. Small, locally owned shops and art sculptures line the streets of downtown Bemidji, while national chains can be found in and around the Bemidji area, including an uptown selection of department stores and restaurants.

The thriving downtown community presents ample opportunities for engagement off-campus. Among other things, there are fine-dining restaurants, cafes, and a natural foods co-op in downtown Bemidji. The historic Paul Bunyan Playhouse has a calendar of classic shows; restaurants and lounges offer weekly live music performances; the First Friday Art Walk provides a tour of new monthly art exhibits; and annual events such as the Loop the Lake Festival, the Dragon Boat Festival, the Blue Ox Marathon, Bemidji Winterfest, and The Minnesota Finlandia bring the community together.

For those who love the outdoors, there are wooded, multi-use trail systems within minutes of campus and community parks with walking trails, playgrounds and a skate park. Lake Bemidji State Park and its miles of navigable trails is located directly across the lake from BSU, and the Buena Vista Ski Area — just 12 miles north of campus — offers downhill skiing and BSU-sponsored student transportation in the winter months. Further, the Mississippi River Headwaters is a mere 45 minutes from Bemidji.

For further information about the University, see our website at: [http://www.bemidjistate.edu](http://www.bemidjistate.edu)

**Review a "special report on how this former lumber town has rebuilt itself as a high-speed, regional center of enterprise" at [Bemidji 2.0](http://www.bemidjistate.edu)**