

Terms of reference for the Student Gym Assistant

The Student Gym Assistant is responsible for the management/supervision and of the gymnasium facility including:

1. Time Management:

- Should be aware of respective shift timings and report on time.
- Ensure the gym users adhere to the scheduled timetable

2. Management:

- Maintain log book for members using the gym facility
- Should ensure to restrict unauthorized entry/use of facility by outsiders (In-case of issues with outsiders first form of contact is coordinator/security guards/mentors)
- Keep records of repairs and maintenance of the gym facility and list of equipment

3. Communication:

- Report complaints and incidents, e.g. accidents, emergencies or theft (proper handing taking in each shift is must and should be done thoroughly)
- Convey important information to users as and when required
- Communicate with the SSD for any matters regarding the management of the facility

4. Safety:

- To make recommendations on facility improvements and safety of the users
- Conduct health and safety checks on the equipment and site regularly

5. Management of equipment:

- Manage proper handle of gym equipment.
- Check the need of repairs to equipment, replace/repair small items
- Ensure gym equipment are arranged/stored properly to avoid hazards

6. Cleaning:

- Maintain proper hygiene and cleanliness of the facility
- Carry out basic cleanings such as wiping mirrors and emptying bins
- Maintain the overall decorum of the gym facility

7. Any other tasks assigned by the Student Service Department

The Student Gym Assistant will report to the Student Service Officer/Resident Mentors