



Parvatibai Chowgule College of Arts and Science

Accredited by NAAC with Grade A (CGPA Score 3.29 on a 4 Point Scale)

Best affiliated College-Goa University Silver Jubilee Year Award

WALK IN INTERVIEW

M04 : Shift Manager for Chowgule Sports Centre for the college. (1-Post)

Job Description:

Understand programs planned for the year, for various groups such as college students, school-age kids, serious athletes, stay at home moms, high school age teens and more, with a view to optimize usage of sports centre facilities. Understand Quality Program for Sports Facilities Management and implement the program in every activity. Understand and implement the defined processes for each activity of the centre. Maintain infrastructure and equipment database, AMC records and servicing records. Ensure all equipment maintenance schedules are undertaken with diligence, by coordinating and supervising maintenance agency's work. Ensure every equipment has safety guidelines clearly pasted near the equipment, for easy reference of end users. Ensure housekeeping staff have complied with cleaning procedures at the Gym, football and futsal ground, use defined checklists and procedures for same. Ensure the housekeeping staff have complied with cleaning procedures in the washrooms, of the Jacuzzi and common areas, use defined checklists and procedures for same. Operate laundry machines and maintain the linen at defined cleanliness and hygiene levels, in right quantities capture requisite data to fulfil MIS needs in defined format.

Qualification: HSSC from recognized University with minimum 55% marks.

Min Exp: 2 - 5 years.

Knowledge: Fitness techniques, First Aid, Gym and sports equipment's basic maintenance etc.

Skills: Instructing, Service Orientation, Social Perceptiveness, Active Listening, Monitoring, Coordination, Time Management , Speaking — Talking to others to convey information effectively.

Age: Below 45 years

Applicants should fill the On-Line Application Form available on College website www.chowgules.ac.in under >> Careers >> Employee Form.

The link will be open till 13th Oct ,2021 from the date of advertisement.

You are required to attend the interview along with an Application and all relevant documents on **14th October 2021** at Parvatibai Chowgule college of Arts and Science (Autonomous) Margao, Goa.

Timing is as below:

Post	Timings
Shift Manager (Sports Centre)	04.00pm to 04.30pm

Date: 09/10/2021.

Offg. Principal