

Ming Chuan University Unit Job Description and Procedures

Unit: Physical Education Office

Job Description: Hours of Operation and Management of Weight Training Room

Date: MM DD YY

Procedures	Explanation	Notes
<div data-bbox="262 426 721 531"> <div>1</div> <div>Weight Training Room Environment</div> </div> <div data-bbox="533 539 562 576">↓</div> <div data-bbox="262 587 721 699"> <div>2</div> <div>Work-study Students' Job Training</div> </div> <div data-bbox="533 707 562 743">↓</div> <div data-bbox="262 754 721 871"> <div>3</div> <div>Operation Management</div> </div> <div data-bbox="533 879 562 916">↓</div> <div data-bbox="262 927 721 1042"> <div>4</div> <div>Sports Teams and Regular Classes</div> </div> <div data-bbox="533 1050 562 1086">↓</div> <div data-bbox="262 1098 721 1219"> <div>5</div> <div>Inspect Weight Training Room</div> </div> <div data-bbox="533 1227 562 1264">↓</div> <div data-bbox="262 1275 721 1388"> <div>6</div> <div>Leave after Inspection</div> </div>	<ol style="list-style-type: none"> 1. Inspecting the Weight Training Room environment and equipment safety 2. The pre-job training for work-study students includes how to: clean up the venue, control the security, stop dangerous behavior, enforce the no beverages or foods policy, and register for each work-study period. 3. Hours of Operation: Monday to Friday, 12:00 to 20:00. Users must register for admission to the room. 4. Inspect the Weight Training Room often during the hours of operation. 5. The coaches and faculty members are responsible for students' safety during classes or the training of the sports teams. 6. Please put all equipment away after use, clean up the venue, and check to see that all the windows and doors are closed before leaving. 	