



SPOKANE INDIANS BASEBALL CLUB JOB DESCRIPTION

Title: Clubhouse Assistant

General Duties:

1. Have fun! ☺
2. Learn and embrace the Spokane Indians approach to customer service.
3. Work in a tobacco-free environment.
4. Represent the Spokane Indians in a professional manner.
5. Other duties and responsibilities as assigned.

Pre-Game:

1. Fill all home and visitor clubhouse, dugout, and bullpen coolers with water and place towels and cups at each cooler.
2. Store all batting practice equipment neatly in tunnel and clean batting cages.
3. Set up on deck circle with pine tar, Mota stick, donut, and rosin bag.
4. Check with the Clubhouse Manager for anything else that needs to be done.

During Game:

1. Check coolers and cups between innings and make sure they are always stocked.
2. Stay focused - look good, maintain good posture, remain off your phone, hustle to get balls and bats.
3. Make sure not to leave balls in foul territory and not give balls away to fans, unless directed by full time staff member or coach.
4. Pay attention to umpires and their needs.

Post Game:

1. Return ball bag to Clubhouse Manager.
2. Wash coolers thoroughly after each game.
3. Make sure all equipment is off the field and stored in its proper place. Also, make sure nothing is left in home or visitors dugouts (including coolers, cups, towels, personal items, etc). Any items left in either dugout should be turned in to Clubhouse Manager.
4. Clean tunnels and both dugouts thoroughly, including sweeping each night.
5. Help with coordination of post-game food as needed.
6. Check in with Clubhouse Manager for any other needs before leaving.

Indians Customer Service Goal

The Spokane Indians organization provides affordable family entertainment for everyone by creating a safe, fun and friendly atmosphere while exceeding guest expectations.