



For the future of every student

CLASS TITLE: PE EQUIPMENT ATTENDANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of activities involved in preparing, setting up, issuing, collecting, maintaining and cleaning athletic uniforms, supplies and equipment for use in physical education activities; prepare fields and athletic facilities for physical education activities; maintain locker room in a safe, clean and orderly condition

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Issue, collect, sort, maintain and clean PE clothes, loaners, towels, uniforms, equipment or other supplies for use in physical education activities; assure proper storage of uniforms and equipment; launder and dry PE clothes as assigned; organize and maintain storage areas.

Prepare gymnasium, fields or other athletic facilities for physical education and other activities; prepare, arrange, set-up and assemble equipment for physical education activities; dismantle and clean up equipment following physical education activities as required.

Maintain locker room and other assigned physical education areas in a safe, clean and orderly condition; pick up paper and other debris from locker room, athletic facilities and adjacent areas; sweep and mop floors; clean lockers; empty waste receptacles as needed.

Monitor activities and assist in assuring security of students in locker room areas according to established procedures; observe locker room activities to assure student compliance with established rules and policies as directed; assure students enter and exit locker room in a timely manner.

Perform various clerical duties in support of PE and athletic activities as assigned; duplicate and distribute materials; sell used locks and PE clothing; collect monies and prepare deposits; receive, sort and distribute mail; initiate and receive telephone calls as needed.

Monitor inventory levels of supplies, equipment and uniforms; assist with ordering, receiving and maintaining inventory of supplies, equipment and uniforms; fill bathroom dispensers with paper towels, toilet paper and other items as needed.

Operate a variety of equipment such as washers, dryers, air pumps, equipment carts and mops; utilize standard office equipment including a copier, computer and assigned software.

Inspect and assure proper working condition of athletic equipment; perform minor repairs on athletic equipment as necessary.

Maintain various records related to student lockers, supplies, equipment, inventory and assigned activities; update and maintain the PE and team sport bulletin board as required.

Communicate with District personnel to exchange information and resolve issues or concerns; utilize a two-way radio as required.

Lock and unlock athletic facility doors as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines.

Assign physical education lockers to students according to established procedures.

Perform duties as assigned that support the overall objective of the position.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Requirements of maintaining athletic facilities and equipment in a safe, clean and orderly condition.

Proper methods of storing equipment, materials and supplies.

Equipment, supplies and uniforms used in team and individual sports.

Operation of cleaning equipment including washers and dryers.

Safe locker room practices and appropriate student conduct.

Basic inventory practices and procedures.

Oral and written communication skills.

Record-keeping techniques.

Health and safety regulations.

ABILITY TO:

Issue, collect, sort, maintain and clean PE clothes, loaners, towels, uniforms, equipment or other supplies for use in physical education activities.

Maintain locker room and other physical education areas in a safe, clean and orderly condition.

Prepare gymnasium and other athletic facilities for sports events and other activities.

Use cleaning materials and equipment in a safe and efficient manner.

Observe and report student behavior and progress according to approved policies and procedures.

Launder, dry, sort, match and store athletic uniforms, equipment and PE clothes.

Communicate effectively both orally and in writing.

Set-up, assemble and dismantle equipment for physical education activities.

Work cooperatively with others.

Understand and follow oral and written instructions.

Maintain routine records related to work performed.

Meet schedules and time lines.

Observe health and safety regulations.

Establish and maintain cooperative and effective working relationships with others.

Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination of education, training and experience equivalent to graduation from high school or equivalent, and 1 year experience preparing for athletic events, working in an athletics facility, leading athletic events or recreational activities for children or young adolescents, or other related experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.

Walking or standing for extended periods of time.

Seeing to monitor activities and read various materials.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission:

06/18/2008

Revised:

09/15/2021