



For the future of every student

CLASS TITLE: ATHLETIC EQUIPMENT ATTENDANT - CUSTODIAN

BASIC FUNCTION:

To receive, issue, maintain, store, and inventory athletic equipment and supplies; to supervise and ensure the security of assigned locker room areas; and to perform general cleaning and custodial functions. Employees in this classification receive general supervision within a framework of well-defined policies and procedures. This job class may coordinate and monitor the work of student assistants. This job class exercises responsibility for the proper safety and accounting of school athletic/sports equipment as well as the maintenance of assigned gym and locker room areas in a clean and orderly condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Maintains, accounts for, and inventories athletic equipment and supplies.

Maintains athletic equipment in proper working condition; cleans equipment after use, inspects equipment for safety hazards and needed repairs, makes minor repairs.

Performs general janitorial, cleaning, and custodial functions in the clean-up and maintenance of gymnasium and locker room areas.

Issues equipment and supplies for use in physical education classes, practices, and games; ensures proper fit of protective gear.

Issues lockers and maintains records of lock combinations; assists students with locker and lock problems; unjams lockers, cleans and clears lockers; changes locker combinations.

Issues athletic uniforms; arranges for cleaning and ensures proper supply of uniforms is available for athletic events.

Sets up athletic equipment for wrestling matches and basketball games.

Performs routine clerical support functions as assigned; answers telephone, takes messages, maintains records.

Maintains vending machines; orders, receives, and stores product; fills machine; counts, rolls, records, and deposits money.

Sweeps, dust mops, and buffs floors.

Cleans restrooms and showers, dusts lockers, and empties and cleans trash receptacles.

OTHER DUTIES:

Performs related duties similar to the above in scope and function as required

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Effective record keeping methods and procedures.
Equipment, materials, and supplies used in school sports programs.
Proper methods of fitting and storing athletic equipment.
Cleaning methods, tools, and equipment.
The safe use and operation of equipment and chemicals used in janitorial and custodial work.

ABILITY TO:

Maintain accurate records and conduct periodic inventory of assigned athletic equipment and supplies.
Perform minor maintenance and repair of athletic equipment.
Effectively supervise students in locker room.
Effectively communicate in both oral and written forms.
Understand and carry out both oral and written instructions.
Safely use and apply custodial cleaning agents, equipment, and materials.
Meet the physical requirements necessary to safely and effectively perform required duties.
Establish and maintain effective work relationships with those contacted in the performance of required duties.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed above.

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, to read various materials and to perform custodial duties.
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.
Climbing ladders and working from heights

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.

Approved by Personnel Commission:
Revised:

05/21/1997
09/17/2008