

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: ATHLETIC EQUIPMENT ATTENDANT

BASIC FUNCTION

Under general supervision of the School Operations Manager or designee, to issue, launder, maintain, and store uniforms, and athletic equipment utilized in physical education classes and athletic activities; to perform a variety of custodial and attendant duties in shower, locker, rest rooms and other assigned areas; and to do other related work as required. Incumbents in this classification provide clean and sanitary facilities, and academic support to students and staff, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Receives and stores athletic uniforms, equipment and supplies
- Measures, fits and issues athletic uniforms, equipment and related supplies; reconditions helmets annually, shoulder pads biennially
- Issues, receives, and maintains needed records of uniforms, and equipment used in physical education classes and athletic events
- Labels and marks physical education and athletic equipment and supplies
- Maintains an adequate inventory of supplies, uniforms, and equipment
- Sorts, launders and folds clothing and uniforms for student use
- Maintains and repairs clothing, uniforms and equipment (e.g., hockey sticks, football chutes), sends out uniforms and equipment requiring major repairs
- Organizes equipment, clothing and supplies in an orderly, secure and sanitary condition
- May travel with athletic teams to assist with uniform and equipment situations
- Confers with Athletic Director, Administrator, PE Teachers and Coaches regarding Physical Education and Athletic event needs
- Issues lockers and locks at the beginning of each school year; empties and cleans lockers and changes locker combinations at the end of each school year, performs minor repairs on lockers and locks; maintains records and files of locker assignments and lock combinations
- Sweeps and mops floor, dusts lockers, cleans and sanitizes restrooms, cleans mirrors and basins, empties and cleans interior and exterior waste receptacles in all assigned areas, including weight room, wrestling room, stadium, athletic field and other areas as assigned
- Sets up field and gymnasium equipment, maintains athletic fields and bleachers, and measures, lays out and lines fields for athletic events; participates in clean up after events
- May perform minor first aid tasks and as necessary prepare accident reports
- Assists in the supervision of the shower and locker rooms to ensure against potential safety hazards and to maintain appropriate standards of conduct
- May assist custodial crew in post-lunch campus clean up as needed to maintain clean and sanitary facilities
- May supervise student helpers
- Perform other duties related to the class as assigned

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JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Maintain physical education and athletic uniforms and equipment in good repair (may require skills to operate a sewing machine)
- Effectively review, evaluate and maintain competitive sports uniforms, equipment and supplies
- Maintains a variety of simple records
- Perform a variety of custodial functions

Knowledge of:

- Methods, procedures, supplies, and equipment utilized in the conduct of a physical education and competitive athletic programs
- Techniques and procedures in the storage, care and maintenance of athletic uniforms, equipment and supplies used in physical education and athletic programs
- Cleaning materials, supplies and equipment
- Safe working methods and procedures

Ability to:

- Perform light to moderately heavy manual activities
- Establish and maintain positive and effective working relationships
- Work courteously and tactfully with co-workers, public and parents
- Promotes team building and a positive work environment
- Adapt easily to work assignments, additional priorities and new procedures
- Receive constructive criticism and modify work appropriately
- Prioritize and identify needs and solve problems independently as appropriate
- Suggest procedural improvements to superior as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism in keeping the needs of customers a top priority
- Understand and carry out oral and written directions
- Organize work schedule and exhibit time management skills
- Maintain simple records and prepare reports as necessary

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform heavy work involves lifting no more than 100 pounds at a time with frequent lifting or carrying of objects weighing up to 50 pounds. If someone can do heavy work, it is deemed that he or she can also do medium, light, and sedentary work. *(Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”)*

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

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EXPERIENCE AND EDUCATION REQUIREMENT

Experience:

One year of experience performing athletic attendant and equipment management

Education:

Equivalent to the completion of High School.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possession of a current American Red Cross First Aid Certificate and a current CPR Certificate

CONDITION OF EMPLOYMENT

- Must receive two (2) hours of asbestos awareness training within the first 60 days of employment. Federal law requires that employees receive additional asbestos-containing building material (ACBM) training if they work in areas in which asbestos building materials may be disturbed. The District provides this training.