



Position: Athletic Equipment Attendant	Position Number:
Department/Site: P.E.	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director of Athletics	Salary Range: 21

DESCRIPTION:

Under the general supervision of the Director of Athletics or other assigned administrator, this position is responsible for issuing, receiving, maintaining, laundering, repairing, preparing, packing, and transporting athletic equipment and supplies in support of the athletic and physical education program.

REPRESENTATIVE DUTIES:

The following is a list of duties that are representative of the position and include, but are not limited to, the following:

- Determine athletic uniform and equipment needs for multiple sports, including but not limited to baseball, basketball, football, soccer, volleyball, tennis, track, and swimming, throughout regular seasons and non-traditional seasons ensuring that each sport is appropriately prioritized.
- Maintain regular communication with Director, coaching staff (up to 50 coaches), and administrative support so that athletes and coaches are properly equipped for every game, meet, tournament, and practice.
- Issue, receive, store, maintain, and inventory athletic equipment, clothing, and supplies; fit athletes to appropriate size uniforms and equipment; maintain records of issuance according to established procedures; and mark equipment and uniforms for identification purposes.
- During football games and at other sporting events as assigned, ensure that uniforms and equipment (e.g., helmets and shoulder pads) remain properly adjusted and in good repair.
- Responsible for packing all required clothing and equipment for transport to and from off-campus sporting events.
- Set up and ensure that coaching staff's communication headphones are operational during games, as assigned.
- Inspect uniforms and equipment for needed repairs; perform repairs on helmets, shoulder pads, nets and other related equipment

- Ensure that uniforms and related clothing are repaired by delivering and picking up from off campus facility and by sewing as necessary; responsible for ironing uniforms and related clothing.
- Manage “on-line team stores” by coordinating with coaches, vendors, and teams, assisting with design, proofing, and ordering appropriate goods, distributing orders to athletes, and reconciling returns and errors with vendors and “stores.”
- Sort clothes and towels for laundry; determine proper temperature, wash cycle, detergent and drying cycles; launder, fold and store clothing and towels.
- Maintain training room supplies and equipment in a neat and orderly condition; clean and maintain weight rooms, locker rooms, and other facilities.
- Operate and maintain a variety of hand tools, including screwdrivers, hammers, vice grips, and others.
- Inventory equipment and supplies in cages; make recommendations and order supplies, equipment, and clothing according to established procedures; receive and store equipment.
- Assist visiting school teams and provide locker space, towels, supplies, and other needs as requested.
- Attend all football games, both home and away, driving a vehicle as assigned.
- Issue towels, locks, and lockers; maintain records of usage and provide for security.
- Set up a variety of equipment and apparatus for athletic contests and physical education classes.
- Participate in department committee meetings.
- Responsible for cleaning out lockers at end of each term.
- Supervise and direct the work of student workers.
- Perform other job related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Equipment, materials, and supplies of a college athletic and physical education programs.
- Record-keeping techniques.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Methods of cleaning, maintaining, and repairing of athletic uniforms and equipment.

- Proper methods of storing equipment, materials, supplies, and inventory control.
- Health and safety regulations.
- Appropriate safety precautions and procedures.

Skills and Ability to:

- Establish and maintain cooperative relationships with those contacted within the course of work
- Work both independently and function effectively within a team setting while demonstrating leadership qualities
- Utilize and apply the technology of word processing and database applications
- Communicate in English, clearly and concisely, both orally in writing
- Analyze situations accurately and adopt an effective course of action
- Work under pressure while multi-tasking and paying attention to detail
- Learn and implement proper methods of storage of athletic equipment and clothing.
- Learn and implement proper methods of handling blood borne pathogens.
- Maintain and repair athletic clothing and equipment.
- Understand and follow oral and written directions.
- Maintain records and prepare reports, including inventory.
- Effectively and efficiently prioritize work schedule to meet time lines
- Maintain inventory records.
- Operate various tools, washer and dryer and other equipment.
- Be available to work additional hours and varied schedules, dependent upon sports team schedules

EDUCATION AND EXPERIENCE:

Education:

- High school diploma or the equivalent

Experience:

Demonstrated successful experience in the maintenance of athletic equipment as a coach, athlete, and/or locker room attendant that has provided the applicant with the required knowledge and abilities to successfully perform job duties.

WORKING CONDITIONS:

Environment:

Indoor and outdoor physical education and athletics facilities, fields, locker rooms, laundry room, and office. Exposure to cleaning chemicals and solutions, blood-borne pathogens.

Physical Demands: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Lifting heavy objects.

- Standing for extended periods of time.
- Bending at the waist.
- Climbing ladders and stools to retrieve and store equipment.
- Reaching to store and issue materials and equipment.
- Dexterity of hands and fingers to fit athletes with equipment and to perform equipment maintenance.

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability