

CLOVIS UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

Position:	Athletic Equipment Attendant	FLSA:	Non-Exempt
Department/Site:	Custodial Services	Salary Grade:	08
Reports to/Evaluated by:	School Plant Supervisor	Salary Schedule:	Operations

SUMMARY

Performs a variety of work in the issuance, storage and maintenance of equipment, supplies and uniforms for competitive sports and physical education programs. Performs custodial maintenance duties.

NATURE AND SCOPE

Under general supervision, independently performs varied but normally routine and well defined duties. Uses some judgment and discretion in carrying out duties. Plans and organizes equipment needs in conjunction with sports activities schedules. Provides some input into budget for equipment and supplies. Prepares reports and keeps routine records. May intermittently lead 1-2 people during set-up or for special occasions. Scope of contacts includes students, staff and co-workers.

DISTINGUISHING CHARACTERISTICS

Position is equivalent to a Custodian I, and requires prior experience. May advance to Custodian II or Lead positions with additional experience and supervisory or leadership training.

ESSENTIAL TYPES OF DUTIES

- Maintains physical education and competitive sports equipment and supplies in good repair and in sanitary condition. Distributes equipment and supplies to students. Maintains records of equipment loaned to students.
- Collects equipment from students after use. Inspects for damaged equipment. Repairs or replaces damaged equipment.
- Repairs, cleans and stores equipment not in use. Maintains inventory of equipment. Controls, issues, launders and maintains clothing and towels used by students and staff.
- Sets up and takes down equipment for physical education and athletic events.
- Issues lockers to students. Maintains records of lockers. Changes locker lock combinations. Assists with security of the locker room and restrooms during class time and between classes.
- Assists athletics and physical education directors in budget preparation for equipment and supplies. Performs a variety of custodial maintenance in the locker room, equipment room and related areas in a clean and orderly condition.

- Prepares records and reports. Receives and counts money, forwards money to proper department. Works for various varsity events supplying equipment and supplies.
- Performs a variety of custodial duties.

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge of the materials, supplies and equipment used in team and individual sports. Must have thorough knowledge of repair and upkeep of athletic equipment. Must have a thorough understanding of the methods, materials, tools and equipment used in custodial and routine maintenance.

Abilities: Requires the ability to perform all of the essential duties of the position under minimal supervision. Requires the ability to maintain and repair athletic equipment and clothing. Must be able to perform custodial duties at the Custodian I level. Must be able to project equipment, material and supply needs and order or maintain inventory of such items. Must be able to provide input to department Supervisor regarding budget and procedural needs related to area of responsibility. Must be able to communicate orally and in writing, including preparation of routine reports and record keeping. Must be able to communicate effectively with co-workers, athletic staff and students in a manner that projects favorably on the department.

Education and/or Experience: High school diploma or equivalent. Reading and writing skills sufficient to perform the duties of the job and to understand MSDS and other safety information required. Minimum of one year of custodial experience required.

License or Certificate: Requires valid California Driver's License.