JOB DESCRIPTION
Grossmont Union High School District

ATHLETIC EQUIPMENT ATTENDANT

Purpose Statement:

The job of Athletic Equipment Attendant is done for the purpose/s of marking, storing, repairing, cleaning and issuing athletic and physical education equipment; maintaining lockers and athletic equipment in proper repair; and performing record keeping. Incumbents in this classification provide direct academic support to students and teachers which directly supports learning.

This job reports to Principal or Designee

Essential Functions

- Administers first aid for minor injuries for the purpose of providing emergency or necessary care in accordance with district, state and federal requirements.
- Cleans locker room and related facilities for the purpose of maintaining facilities in safe, sanitary and attractive condition.
- Demonstrates safe and healthful work behaviors and practices for the purpose of modeling safe and healthy behaviors/activities.
- Issues, maintains and inventories athletic equipment for the purpose of ensuring equipment is in proper working condition, verifying stock and identifying losses.
- Maintains physical education equipment and lockers (e.g. adapting sporting materials, assembling, inventory, setting up/taking down game equipment, taking attendance, balls, making locker cards, etc.) for the purpose of ensuring availability of items and/or providing reliable information to assist students during their physical education class.
- Monitors individual and/or groups of students in a variety of settings (e.g. outdoors, locker room, etc.) for the purpose of enforcing school rules regarding student behavior and participation, and/or providing a safe and positive learning environment.
- Orders and receives physical education and athletic equipment and supplies for the purpose of preparing items for use.
- Performs record keeping and clerical functions for the purpose of supporting teachers/coaches and/or providing necessary records/materials.
- Prepares written materials (e.g. awards, certificates, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Promotes good habits and sportsman like conduct for the purpose of improving the quality of student outcomes and encouraging student development.
- Secures locker room for the purpose of minimizing property damage, equipment loss and potential liability to organization.
- Supervises student workers assigned to the athletic department for the purpose of providing guidance and direction in the completion of their work activities.
- Transports equipment supplies for the purpose of ensuring availability at sporting events.

Other Functions

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating athletic equipment; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: equipment used in team and individual sports, athletic events and physical education; equipment repair; health standards and hazards; and safety practices and procedures.

ABILITY is required to schedule activities; collate data; and consider a variety of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with specific, job-related data; and utilize a wide variety of types of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is moderate to significant. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions. This classification is subject to overtime and attendance at Saturday athletic events.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under minimal temperature variations and a generally hazard free environment.

Experience Job related experience is desired.

Education High School diploma or equivalent.

Required Testing

As required for position

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status	Approval Date	Salary Grade
Non Exempt	11/10/2005	Unit II 39