



JOB TITLE: ATHLETIC AND PHYSICAL EDUCATION ATTENDANT

Classification: Classified
Salary Range: 23

Retirement Type: PERS*
Board Approved: March 20, 2000

BASIC FUNCTION:

Under the direction of an assigned supervisor, receive, issue, store and repair athletic equipment, materials and towels used in a comprehensive physical education and athletic's program for men and women.

REPRESENTATIVE DUTIES:

Issue locks and lockers to students; maintain records of issuance.

Set up nets for volleyball, basketball and badminton; move mats and gymnastic equipment.

Receive, store, issue and check athletic equipment for sports including football, baseball, track, basketball, tennis and others.

Sort clothing for laundry and cleaners; inspect and store returned laundry; apply protective treatment to prevent moth and silverfish infestation.

Assemble and pack clothing, equipment and supplies for competitive games for home and away games; assist with packing a loading equipment.

Maintain inventory of athletic equipment; repair sophisticated equipment as necessary to provide for safe use by students.

Inspect clothing and equipment for needed repairs; make repairs including riveting cleats and pins on football shoes, restringing tennis and badminton rackets, replacing web straps on protective pads used in football and others.

Store clothing and equipment not in use.

Drive a District vehicle to off-campus events as assigned.

Advise on purchase of equipment and supplies.

Clean lockers, locker rooms, mats, surface of backboards, gym floors, tennis and volleyball courts and other athletic equipment.

Prepare reports as required.

Train and provide work direction to student assistant; oversee use of facilities by students and the public.

Perform related duties as assigned.

JOB QUALIFICATIONS:Education and Experience:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above and one year experience connected with programs that require maintaining athletic and physical education equipment.

OTHER QUALIFICATIONS:Knowledge/Areas of Expertise:

Use, maintenance, storage, inventory and purchase methods of equipment and supplies used in physical education and athletics programs.

Basic record-keeping techniques.

Abilities/Skills:

Receive, issue, store and repair athletic equipment, materials and towels used in a comprehensive physical education and athletics' program for men and women.

Establish and maintain cooperative and effective working relationships with others.

Understand and follow oral and written directions.

Read and write at the level required for successful job performance.

Work independently with little direction.

Maintain routine records.

Ability to lift up to 50 lbs.

Licenses or Other Requirements:

Valid California driver's license and a safe driving record.

WORKING CONDITIONS:

Gymnasium setting.

Frequent bending, twisting and reaching to repair or set-up gymnasium equipment.

Days and hours may vary.

Additional hours may be required.

Interact with a variety of individuals.

Indoor and outdoor work.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.