

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	PE/Athletic Equipment Attendant	Range:	25
Date Revised:		Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for issuing athletic equipment, supplies and clothing used in physical education classes and competitive sports; and maintaining clothes and supplies in a clean and sanitary condition.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Issues physical education and athletic equipment, supplies, and clothing to students, athletes and coaches.
2.	Maintains physical education and athletic clothing and supplies in a clean and sanitary condition; washes, dries, stores and repairs clothing and related materials.
3.	Assists in determining need for and ordering athletic equipment and supplies; processes requisitions according to established procedures.
4.	Orders, stocks and maintains vending machines for assigned area.
5.	Recommends purchase of equipment and supplies; contacts vendors to determine product price, quality and availability; receives and stores equipment and supplies; may pick up orders from vendors as required.
6.	Travels with athletic teams as assigned; attends home events; provides equipment to team; makes emergency repairs as needed.
7.	Maintains equipment room and related areas in a clean and sanitary condition; maintains security of locker room
8.	Maintains various forms, records and files related to physical education and athletic equipment, supplies and clothing.
9.	Trains and provides work direction and guidance to others as directed.
10.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
11.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The PE/Athletic Equipment Attendant maintains frequent contact with athletes, coaches, faculty and students enrolled in physical education courses.

EDUCATION AND EXPERIENCE

High school diploma or equivalent
Sufficient knowledge and training to demonstrate experience in the repair and maintenance of physical education and athletic equipment

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of supplies and equipment used in team and individual sports
Knowledge of requirements of maintaining physical education and athletic clothing and supplies in a clean and sanitary condition
Knowledge of record keeping techniques
Ability to plan, organize and prioritize work
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

A valid California Driver's License

WORKING CONDITIONS

Indoor and outdoor environment; subject to adverse weather condition; subject to lifting (up to 50 lbs. unassisted); extended standing, repetitive bending and stooping; subject to exposure to cleaning agents.
