

PLACENTIA-YORBA LINDA UNIFIED SCHOOL DISTRICT  
CLASSIFIED JOB DESCRIPTION

**ATHLETIC EQUIPMENT ATTENDANT**

DEFINITION

To receive, issue, and maintain physical education and athletic equipment and supplies; and to oversee and maintain order in dressing and locker rooms.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from higher level supervisory and management staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Maintains athletic and physical education equipment and supplies in good repair and in a sanitary condition. Issues equipment and supplies for use and at the completion of each use receives, repairs, cleans, and stores for subsequent use. Assigns lockers and records issuances. Receives deliveries of physical education equipment and supplies, checks against original order, inspects for satisfactory condition, marks for identification, makes a record of each, and stores. Issues towels. Sorts and processes clothing and towels for laundering. Prepares clothing, equipment, and supplies for athletic events. Sets up gymnasium for physical education classes. Operates laundry and dryer equipment. Oversees locker and shower room. Maintains proper order in showers, restrooms, and other assigned areas. Maintains equipment room area in clean and orderly condition. May perform minor first aid. Maintains inventory records. May fill out requisition requests and injury reports. Receives and accounts for monies. Answers telephone, taking and delivering messages and giving out information. May assist in administration to athletes-applying tape and bandages, and assisting with whirlpool and other types of therapy. Performs related duties as assigned.

QUALIFICATIONS

Knowledge and Abilities:

Knowledge of materials and equipment used in team and individual sports. Ability to learn to maintain and repair athletic equipment and clothing. Ability to keep records. Ability to administer minor first aid. Ability to maintain order in the locker and dressing rooms. Ability to understand and carry out oral and written directions. Ability to establish and maintain cooperative working relationships with those contacted in the course of work.

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Athletic Equipment Attendant (Continued)

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year experience in some field of physical education or recreation.

Training:

Equivalent to the completion of the twelfth grade.

Reviewed and Agreed to by:

Incumbent: \_\_\_\_\_ Date: