

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED

**CLASS TITLE: ATHLETIC EQUIPMENT
ATTENDANT**

SALARY TABLE: 29

SALARY RANGE: 16

BASIC FUNCTION:

Under the direction of an assigned administrator, issue, collect, maintain and clean athletic uniforms, supplies and equipment for use in physical education and competitive sports.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Issue, collect, maintain and clean athletic uniforms, supplies and equipment for use in physical education and competitive sports; assure proper storage of uniforms and equipment

Launder and dry athletic uniforms and towels; sort, match and store athletic uniforms; assure proper working condition of athletic equipment; perform minor repairs on athletic uniforms as necessary.

Assign physical education and team lockers to students according to established procedures; assist student with resolving locker-related issues and problems; sell, issue and exchange towels as directed; collect money and make correct change.

Perform various clerical duties in support of athletic functions as directed; answer telephones and take messages as required; maintain routine records related to equipment, uniforms, lockers, towels and assigned activities.

Prepare gymnasium, fields and other athletic facilities for athletic events and activities as assigned; set-up, assemble and dismantle equipment for events and activities; clean up equipment and debris following these events.

Communicate with College personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of equipment including a washer and dryer; utilize a sewing machine to repair uniforms as required; maintain equipment in the Life Fitness Center.

Observe locker room activities to assure student compliance with established rules and policies as directed; assist with resolving locker room and athletic-related issues and conflicts as directed.

Lock and unlock athletic facility doors as appropriate; turn lights on and off as needed; maintain security of assigned areas according to established guidelines.

Monitor inventory levels of supplies, equipment and uniforms; assist with ordering, receiving and

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maintaining inventory of supplies, equipment and uniforms.

Maintain locker rooms in a clean and orderly condition.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods including basic methods of laundering clothes and cleaning facilities.

Proper methods of storing equipment, materials and supplies.

Equipment and uniforms used in team and individual sports.

Requirements of maintaining athletic facilities and equipment in a safe, clean and orderly condition.

Operation of cleaning equipment including washers and dryers.

Safe locker room practices and appropriate student conduct.

Basic inventory practices and procedures.

Oral and written communication skills.

Basic record-keeping techniques.

Health and safety regulations.

Basic mathematics.

ABILITY TO:

Issue, collect, maintain and clean athletic uniforms, supplies and equipment for use in physical education and competitive sports.

Launder, dry, sort, match and store athletic uniforms and clothing.

Maintain locker room in a safe, clean and orderly condition.

Use cleaning materials and equipment in a safe and efficient manner.

Assign physical education and team lockers to students according to established procedures.

Communicate effectively both orally and in writing.

Work cooperatively with others.

Understand and follow oral and written instructions.

Maintain routine records related to work performed.

Meet schedules and time lines.

Observe health and safety regulations.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Regular exposure to fumes, dust and odors.

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PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of cleaning equipment.

Sitting or standing for extended periods of time.

Seeing to perform cleaning duties and read a variety of materials.

Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

HAZARDS:

Exposure to cleaning agents and chemicals.