

## KERN COMMUNITY COLLEGE DISTRICT

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**CLASS TITLE:     ATHLETIC EQUIPMENT ATTENDANT**

**BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of duties in the maintenance of athletic and physical education equipment and supplies; issue equipment and supplies to students; maintain related records.

**REPRESENTATIVE DUTIES:**

Issue equipment, uniforms and supplies to students; receive, launder and fold returned garments; mend and alter garments as necessary; maintain files of issued equipment; request a hold on transcripts, grades and school related monies for equipment not returned. *E*

Perform equipment repairs including re-stringing tennis racquets, repairing nets and adjusting helmets and braces; prepare water, cups and towels for home games as required; sanitize equipment as necessary. *E*

Receive, verify, inspect, store and record athletic, physical education and training room equipment and supply deliveries; maintain related records. *E*

Estimate need for physical education and athletic supplies and equipment; use a computer to inventory supplies and equipment; maintain inventory levels. *E*

Coordinate purchasing activities with vendors and coaches; special order supplies as needed. *E*

Assign and issue lockers and locks to students and staff; assist students or staff having problems with lockers or locks; change combinations as needed; maintain related records. *E*

Maintain physical education office and locker room in a clean, safe and orderly condition. *E*

Utilize a variety of tools and equipment to mend and alter uniforms and maintain lockers including small hand and power tools, a sewing machine and a washer and dryer. *E*

Provide work direction and guidance to student assistants as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Laundry techniques and products.
- Garment mending and alteration.
- Inventory methods and practices.

Health and safety regulations and procedures.  
Athletic equipment standards.  
Proper methods of storing equipment, uniforms and supplies.  
Operation of a computer terminal and data entry techniques.  
Oral and written communication skills.

**ABILITY TO:**

Issue equipment, uniforms and supplies to students.  
Mend and alter garments using a sewing machine or stitching by hand.  
Learn to operate an industrial sized washer and dryer.  
Estimate need for physical education and athletic supplies and equipment.  
Maintain inventory and related records.  
Plan and organize work.  
Operate a computer terminal.  
Communicate effectively both orally and in writing.  
Understand and follow oral and written instructions.  
Observe health and safety regulations.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and one year experience in a related environment.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor and outdoor work environment.  
Seasonal heat and cold or adverse weather conditions.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

- |    |                               |    |                                      |
|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |

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|----------|----|---|
| <u>2</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>3</u> | b. | Ability to stand for extended periods of time.  |
| <u>2</u> | c. | Ability to sit for extended periods of time.  |
| <u>2</u> | d. | Ability to see for purposes of reading printed matter.                                |
| <u>2</u> | e. | Ability to hear and understand speech at normal levels.                               |
| <u>2</u> | f. | Ability to communicate so others will be able to clearly understand a normal          |

- conversation.
- 2 g. Ability to bend and twist.
- 2 h. Ability to lift 25 lbs.
- 2 i. Ability to carry 25 lbs.
- 1 j. Ability to operate office equipment.
- 3 k. Ability to reach in all directions.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*