

LAGUNA BEACH UNIFIED SCHOOL DISTRICT
Job Description: Athletics Facilities Custodian

DEFINITION:

Under general supervision of the site administrator(s) and direction of the Athletic Director, to issue and maintain equipment used in physical education classes and athletic activities; to set-up equipment for athletics activities; to perform a variety of custodial duties in locker-rooms and restrooms; and do other related work as required.

ESSENTIAL DUTIES:

- Issues, checks in and accounts for equipment used in physical education classes and athletic events.
- Labels and marks athletic equipment and supplies.
- Inspects athletic equipment to detect those needing repair or cleaning.
- Performs minor athletic equipment repair, and arranges for non-routine repair.
- Packs and unpacks supplies and equipment for road trips and ensures that arrangements are made for equipment transportation.
- Maintains an adequate inventory of equipment and prepares requisitions and orders to replace worn or damaged beyond repair supplies and equipment.
- Receives athletic supplies and equipment and updates inventory control records.
- Issues lockers and locks and maintains records and files of locker assignments and locker combinations.
- Sweeps and mops gymnasiums and locker room floors.
- Dusts lockers, cleans mirrors and basins and empties and cleans waste receptacles.
- Assists with cleaning tennis courts and pool as necessary.
- Sets up field and gymnasium equipment for physical education and athletic activities.
- Performs a variety of supervision functions in the boys' and girls' locker rooms to ensure against potential safety hazards and to maintain an appropriate standard of behavior.

OTHER REPRESENTATIVE DUTIES

- Performs a variety of routine clerical functions.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Methods and procedures utilized in the care and maintenance of physical education and athletic activity equipment.
- Custodial and gymnasium maintenance methods and procedures.
- Basic athletic activities involving secondary school level students.
- Safe working methods and procedures.
- Basic computer skills, such as accessing internet and e-mails.

Ability to:

- Perform routine clerical tasks and maintain simple records.
- Perform a variety of custodial and equipment maintenance functions.
- Understand and carryout oral and written directions.
- Establish and maintain cooperative working relationships.
- Use a computer-based work order system.

MINIMUM QUALIFICATIONS:

Experience:

One year of experience in the care and maintenance of physical education and athletic equipment.

Education:

Equivalent to the completion of the twelfth grade, supplemented by training in the care and maintenance of athletic facilities and equipment.

Certificate Requirement

Must possess a valid First Aid Certificate issued by the American Red Cross, including CPR training.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor and outdoor work environment.
- Regular exposure to fumes, dust and odors.

Physical Requirements:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, push, pull, kneel, squat, and twist.
- Ability to repetitively twist, tolerate pressure involving wrists/hands, repetitively use hand, arm, and shoulder.
- Dexterity of hands and fingers to operate a variety of tools and equipment.
- Ability to frequently lift and move up to 30 pounds, and occasionally lift more than 100 pounds with assistance.
- Ability to climb stairs.
- Hearing and speaking to exchange information.
- Seeing to perform custodial duties.

Operation of Vehicles, Machinery and Equipment Requirements:

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand, and follow oral and written directions
- Ability to work independently with little direction
- Ability to concentrate to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities
- Ability to learn the procedures functions and limitations of assigned duties

Hazards:

- Exposure to cleaning agents and chemicals.
- Working on ladders.
- Potential exposure to blood-borne pathogens and bodily fluids.