

LOS ALAMITOS UNIFIED SCHOOL DISTRICT  
Office of the Personnel Commission

CLASS TITLE:       ATHLETIC EQUIPMENT ATTENDANT

**BAS IC FUNCTION:**

Under the direction of a Site Administrator or High School Plant Supervisor, assist Assistant Principal and/or Athletic Director in issuing, cleaning, storing and repairing of athletic equipment and uniforms; maintain assigned Physical Education areas in a safe, clean and sanitary condition.

**REPRESENTATIVE DUTIES:**

1. Receive, sort, store, issue, launder and control inventory of uniforms, equipment and supplies to Physical Education classes and athletic teams; inspect proper fit and protection; mark equipment; assure that equipment issued to students is returned.
2. Provide student supervision in the locker room; assign lockers and issue locks to students; assist students having problems with locks; repair locks as needed; set combination locks.
3. Maintain adequate inventory of supplies, uniforms and equipment; make recommendations for purchases. Use computerized inventory system.
4. Operate a variety of athletic and custodial equipment.
5. Set up and dismantle equipment for a variety of student activities and special events.
6. Perform a variety of custodial duties including vacuuming, dusting, mopping and sweeping; pick up trash and empty waste receptacles; remove gum and graffiti from locker room and gymnasium facilities; stock restroom supplies; clean drinking fountains; lock and unlock locker rooms, hallways and surrounding areas as required.
7. Assure that facilities are organized and well maintained in a safe and sanitary manner; report needed repairs to appropriate personnel.
8. Assist custodial and maintenance personnel as needed.
9. Provide variety of services to students including issuing first aid items and operating lost and found.
10. Travel with athletic teams as assigned; pick up and drop off District vehicles for coaches; assist in setting up and operating equipment as necessary; drive a vehicle to conduct work.
11. Perform basic first aid as needed.
12. Perform other related duties as assigned.

## KNOWLEDGES AND ABILITIES

### KNOWLEDGE OF:

Methods, tools, equipment and materials used in the cleaning of buildings  
Equipment and supplies used in high school athletic program.  
Uniform and equipment care, storage and repair.  
Record-keeping techniques.  
Health and safety regulations.

### ABILITY TO:

Maintain and repair athletic equipment and uniforms.  
Properly use washer, dryer, sewing machine and hand tools.  
Make basic arithmetic calculations and count money.  
Maintain locker room and gymnasium facilities, hallways and surrounding areas in a clean and safe manner  
Understand and follow oral and written directions.  
Work cooperatively with others.  
Establish and maintain effective working relationships with others.  
Lift objects weighing up to 100 pounds.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Communicate effectively both orally and in writing.  
Adapt to flexible scheduling.

### EDUCATION AND EXPERIENCE:

High School Diploma, GED or certificate of completion.  
One year of experience performing athletic equipment repair or general custodial duties.

### LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certificate

### WORKING CONDITIONS:

Indoor and outdoor environment; lift, carry, push, pull or move up to 100 lbs.; stand, walk, sit, kneel, squat, crawl, stoop bend, climb; use repetitive twisting/pressure involving wrists/hands; work with arms above shoulder level; repetitive use of hand, arm, shoulder; talk and hear normal conversation; exposed to airborne particles, dust, strong odors, fumes, chemicals, toxic materials, explosive substances; exposed to minor contagious diseases; have direct contact with students, district staff, site administrators, general public; work independently; work alone; work in confined places; work in high places; work with tight deadlines; work with sharp objects, tools, power tools and equipment (e.g. hand drill, washer, dryer, scissors lift, steam cleaner, leaf blower, starter pistol) with noise levels up to 96.5dB; eye and ear protection may be required.

SALARY RANGE: 59

ADOPTED BY PERSONNEL COMMISSION: April 10, 2019

APPROVED BY BOARD OF EDUCATION: April 16, 2019