



## RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

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TITLE: Equipment Manager  
REPORTS TO: Athletic Director  
QUALIFICATIONS:

1. 60 college credits/substitute credential or NJDOE certificate required.
2. Knowledge of all types of athletic equipment and its proper use.
3. Ability to keep detailed records.
4. Knowledge of blood-borne pathogens.
5. The ability to successfully complete a criminal history background check and provide proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment.

### GENERAL DESCRIPTION:

Under the general supervision of the Athletic Director, oversee operation of equipment room facilities, including outfitting all student athletes and coaches involved in athletics, maintain and storing equipment, and supervising equipment room and maintaining equipment.

### ESSENTIAL JOB FUNCTIONS:

1. Maintains records of all equipment and controls inventory.
2. Assists in and makes recommendations on the purchasing of athletic equipment and uniforms in accordance with needs of coaches and teams.
3. Accountable for home game equipment room coverage.
4. Acts as liaison on all equipment related matters to various athletic teams as assigned.
5. Keeps informed regarding available merchandise and current prices through contact with salesmen and vendors.
6. Issues equipment and uniforms to athletic teams, coaches and students and accounts for return and condition of equipment.
7. Provides routine maintenance of athletic equipment, including but not limited to replacement cleaning, oiling and sewing.
8. Requires handling of average weight objects up to 25 pounds and standing and/or walking every day requiring moderate activity.
9. Conducts classroom observations and provides supervision/evaluation of teachers as requested by building principals or central office administration.
10. Facilitates the laundering of athletic clothing as required.
11. Performs such other tasks and assume such other responsibilities as assigned by the Athletic Director.

WORK YEAR: Twelve-month employee  
DATE APPROVED: October 18, 2016  
APPROVED BY: Board of Education