

CAPISTRANO UNIFIED SCHOOL DISTRICT
San Juan Capistrano, California

GIRLS ATHLETIC EQUIPMENT/LOCKER ROOM ATTENDANT

DEFINITION

Under general supervision, to be responsible for the storage, issuance, and maintenance of supplies, equipment, and uniforms for girls physical education classes and athletic activities; to perform custodial duties in the maintenance of the girls locker room in a clean, safe, and orderly condition; and do related work as required.

EXAMPLES OF DUTIES

- Issues equipment and supplies to teachers and students and maintains an accounting of articles issued.
- Labels and marks equipment and supplies.
- Takes periodic inventories.
- Issues equipment, supplies and clothing for physical education classes and athletic activities and after use receives, cleans, makes minor repairs, launders, and stores for future use.
- Follows up with students on non-returned articles.
- Issues lockers and locks and maintains records of assignments and combinations.
- Cleans out lockers and changes lock combinations.
- Maintains accurate and current records of equipment and supplies.
- Cleans, mops, sweeps, dusts, washes, sanitizes, and performs other custodial tasks required to maintain girls locker room, physical education offices, restrooms, and showers in a clean, safe, and orderly condition throughout the day.
- Empties and cleans trash receptacles.
- Restocks paper and soap dispensers.
- Replaces light bulbs and tubes.
- May perform minor repairs.
- Assists with maintenance of gymnasium to ensure safety.
- Orders cleaning and equipment supplies.
- Assists in moving, arranging, and setting up furniture and equipment.
- May perform minor first aid and prepare accident reports.
- Supervises girls locker room during the school day.
- May supervise students assigned to work in the locker room area.

QUALIFICATIONS

Knowledge of:

Materials, supplies, and equipment used in various girls athletics and physical education classes; simple arithmetic and record keeping; court and field regulations for athletic activities; cleaning methods to maintain locker room clean, safe, and orderly.

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Ability to:

Make minor repairs to clothing and equipment; maintain accurate records; perform moderately medium to heavy manual activities; lift, carry, push, pull, or otherwise move moderately heavy to heavy loads of athletic equipment and supplies; bend, stoop, squat, and reach, twist as required to complete tasks; climb ladders; efficiently and effectively use cleaning materials, supplies and equipment; work without immediate supervision; operate custodial equipment and tools; drive electric cart or small off-road vehicle; perform cleaning duties; maintain good relations and work cooperatively with those contacted in the course of work; appreciate human diversity; understand and carry out oral and written instructions. Comply with the District's customer service standards, as outlined in Board Policy.

Experience:

Any combination of experience equivalent to one year in general custodial, the storage and issuance of materials and supplies, and/or working with secondary age students.

Education:

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

License Requirement:

Valid California Driver License.