

## ORANGE UNIFIED SCHOOL DISTRICT

### ATHLETIC EQUIPMENT MANAGER

#### **DEFINITION**

Under general supervision – marks, stores, cleans, issues, and receives boys’ athletic and P.E. equipment and supplies; maintains lockers and athletic equipment in good repair; performs a variety of custodial duties in the boys’ P.E. and athletic departments; and performs related duties as required.

#### **REPRESENTATIVE DUTIES**

- Maintains a wide variety of sports, athletic, and P.E. equipment and supplies in good repair and in clean condition;
- Issues and/or sells clothing, equipment and supplies for use in P.E. classes and team sports and after each event or season, receives, cleans, makes repairs, and stores for future use.
- Maintains records of locker assignments and combinations; changes locker combinations; repairs lockers;
- Issues and receives towels; inventories towels, athletic and P.E. equipment and supplies, and maintains accurate and current records of equipment and supplies;
- Receives athletic and P.E. equipment and supplies and marks them for identification;
- Administers minor first aid;
- Inspects athletic and P.E. equipment for damage and repairs where possible;
- Sets up fields and track for athletic events;
- Cleans and mops shower, restroom, and other areas in the boys’ P.E. and athletic departments;
- Washes and cleans walls, mirrors, and drinking fountains; dusts furniture; empties and cleans waste baskets;
- Maintains boys’ restroom supplies; cleans and dusts boys’ P.E. and athletic department offices;
- Assists with pool/field as needed.

#### **QUALIFICATIONS**

##### **Good Knowledge of:**

- Training and experience equivalent to graduation from high school; and good work history, including some background and experience in athletics.
- Familiarity with equipment used in team and individual sports, athletic events, and physical education; simple arithmetic functions; basic record-keeping methods.
- Safe working methods and procedures.

##### **Medium Work:**

Positions in this class perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.