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.