

		ISSUED: <u>3/99</u>
		<u>6/92 & 3/88</u>
	SALARY	CLASS
TITLE: <u>Athletics, Intramurals & Recreation</u>	SCHEDULE: _____	CODE: <u>AS708</u>
Attendant I	SALARY	EEO
UNION: <u>AFSCME</u>	GRADE: _____	CODE: <u>H70-001</u>
		JOB
	FLSA: <u>Non-Exempt</u>	CODE: <u>K</u>

POSITION PURPOSE

Issue, receive, repair and maintain athletic equipment and clothing for use in the University's Matthei complex and related facilities.

ESSENTIAL JOB FUNCTIONS

- Issue lockers, locks, towels, athletic equipment, uniforms and general supplies. Accept personal identification to dispense athletic equipment and/or supplies; collect appropriate fees for items having a rental charge; sell refreshments; ensure all articles issued are returned prior to giving back personal identification; answer general questions about facility and equipment availability and usage.
- Assist in the set-up and arrangement of necessary equipment in gymnasiums, fields and classrooms for University programs and approved activities. Lower baskets; remove basket covers; set up nets, chairs, scorekeeping equipment, etc. both indoors and outdoors; position bleachers; fasten lane markers in pools; arrange tables, desks, chairs, mats, athletic equipment according to specification; erect score boards; work from daily schedule to determine proper time and set up for facilities. Use ladders to access a variety of heights; move heavy equipment and supplies.
- Perform repairs on a variety of equipment and clothing. Sew clothing to mend rips, holes, etc.; notify supervisor of the need to replace severely damaged equipment or clothing; fit athletes for uniforms and equipment by taking appropriate body measurements and/or noting clothing sizes; inflate balls; perform routine maintenance on electric cart; patch minor tears on mats; oil weight machines; change light bulbs on cart and scorekeeping tables; remove equipment parts to be repaired by others.
- Provide clean clothes and linens for use for sports and recreation activities. Operate industrial washing machines and dryers; place and initiate feeding of cleaning agents from drums through hoses into washers; use appropriate settings of laundry equipment to ensure clothes are cleaned properly; gather and transport clothes and linen to be washed, dried and put away; fold and pack uniforms for travel.
- Sweep, mop and maintain work area. Assist with upkeep of playing surfaces; clean laundry and stock areas; remove locks and debris from abandoned lockers. Receive, record and put away incoming equipment, supplies and stock; maintain inventory and usage records on items available for use; take physical inventory of athletic equipment and goods for sale. Provide work leadership to part-time temporary employees.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS

- High school graduate or equivalent combination of education and/or experience.
- Ability to access supplies and equipment at varying heights and angles from ground level to several stories high.
- Ability to transport and use heavy equipment and supplies.
- Ability to communicate effectively with others.
- Travel is required.
- Prior experience providing support services to athletic programs and events preferred.
- Some knowledge of athletic equipment, uniforms and supplies used for Athletics Programs with emphasis on Ice Hockey, including some knowledge of equipment repair.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.