

<b>Position:</b> Athletic Equipment Attendant <b>Department/Site:</b> P.E.	<b>Position Number:</b>
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**DESCRIPTION:**

Under the general supervision of the Director of Athletics or other assigned administrator, this position is responsible for issuing, receiving, maintaining, laundering, repairing, preparing, packing, and transporting athletic equipment and supplies in support of the athletic and physical education program.

**REPRESENTATIVE DUTIES:**

Ensure that uniforms and related clothing are repaired by delivering and picking up from off campus facility and by sewing as necessary; responsible for ironing uniforms and related clothing.

Manage “on-line team stores” by coordinating with coaches, vendors, and teams, assisting with design, proofing, and ordering appropriate goods, distributing orders to athletes, and reconciling returns and errors with vendors and “stores.”

Sort clothes and towels for laundry; determine proper temperature, wash cycle, detergent and drying cycles; launder, fold and store clothing and towels.



Standing for extended periods of time.

Bending at the waist.

Climbing ladders and stools to retrieve and store equipment.

Reaching to store and issue materials and equipment.

Dexterity of hands and fingers to fit athletes with equipment and to perform equipment maintenance.

**Licenses and Certifications:**

Possession of an appropriate, valid California Driver's License, and evidence of insurability