

ISSUED: 6/92  
& 3/88

TITLE: <u>Athletics, Intramurals &amp; Recreation</u>	SALARY	CLASS
Attendant II	SCHEDULE: _____	CODE: <u>AS709</u>
UNION: <u>AFSCME</u>	SALARY	EEO
	GRADE: _____	CODE: <u>70</u>
	FLSA: <u>Non-Exempt</u>	E-CLASS: <u>K</u>

## POSITION PURPOSE

Provide work leadership and participation in the issuance, receipt and maintenance of athletic equipment and clothing for use in the University's Matthaei 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 availability and usage.
- Oversee and 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; ensure proper arrangement of tables, desks, chairs, mats, athletic equipment to accommodate user needs; erect scoreboards; coordinate work according to daily schedule of 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.
- Coordinate and participate in the cleaning of clothes and linens for use for sports and recreation activities. Operate industrial washing machines and dryers; place and initiate dispensing of cleaning agents from drums through hoses into washers; gather and transport clothes and linen to be washed, dried and put away; fold and pack uniforms for travel. May accompany teams to games off campus to act as equipment manager.
- 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; coordinate and participate in physical inventory of athletic equipment and goods for sale; maintain usage record on items available for use. Provide work leadership to lower level permanent and part-time temporary employees.

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.

- 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.
- Reasonable knowledge of athletic equipment, uniforms and supplies used for sporting and recreation activities and its repair.
- Ability to communicate effectively with others.
- Reasonable experience providing support services to athletic programs and events.