



ATHLETIC FACILITIES ASSISTANT

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Technical/Paraprofessional	PEU Local 1	48	07/01/2017	Classified	1 of 2

DEFINITION

To perform work involving the care, maintenance and cleaning of assigned equipment and facilities for the Athletic Department, including locker rooms, showers, athletic fields, gymnasium and surrounding areas; and to assist in the receipt, storing, repair, and issuance of department equipment and supplies, and reservation of facilities.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Maintains proper standards of cleanliness in assigned athletic areas and locker rooms.
- Maintains record of all lost equipment, clothing and locks; prepares invoices to recover costs.
- Sweeps, mops, waxes, buffs, and polishes floors; washes windows, walkways and walls.
- Empties and cleans waste receptacles; cleans and maintains supplies in locker rooms and athletic field restrooms.
- Inspects athletic equipment and facilities for needed repairs; assists with minor repairs and reports to appropriate personnel.
- Assists in the storing and issuing of equipment and supplies for use by athletic programs and physical education classes.
- Prepares and maintains accurate inventory records in the assignment of facilities, equipment and daily supplies.
- Moves and arranges furniture and equipment; assists in the setup of equipment/facilities for athletic events.
- Reports safety incidents involving students within the department.
- Provides periodic support for special events that require use of departmental facilities.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, materials, techniques and tools used in cleaning and maintaining athletic equipment and facilities.
- Equipment, materials and supplies used in athletic departments.
- Safe work practices and safe operation of equipment.
- Basic record-keeping.
- Basic mathematical principles.
- Methods of cleaning and preserving floors, carpets, walls and fixtures.
- Process of disinfecting and sanitizing assigned areas.



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Skill/Ability to:

- Perform heavy physical labor, including lifting and moving items weighing up to 50 pounds.
- Correctly use common cleaning equipment and materials.
- Understand and follow both oral and written instructions.
- Maintain and repair department equipment.
- Identify cleaning agents and handle them appropriately.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- One (1) year of experience in the maintenance and/or repair of athletic equipment and facilities.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma / GED or the equivalent.

Adopted: 07/01/17