

ATHLETIC EQUIPMENT MANAGER

KIND OF WORK

Clerical and operative work in an athletic equipment storeroom.

NATURE AND PURPOSE

Under immediate supervision, performs clerical and manual tasks in the receiving, storing, issuing, repairing and cleaning of athletic equipment, physical education supplies, and materials. Work is performed according to prescribed procedures or is assigned with specific instructions, and is subject to daily review by immediate supervisor. Performs related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Supplies athletes so that they are properly outfitted by receiving, storing and issuing athletic uniforms, equipment, accessories and other physical education supplies.

Itemizes athletic equipment, supplies and materials so that adequate levels are maintained. This is done by updating perpetual inventory records and conducting periodic physical inventories.

Marks new supplies and equipment so that they are properly identified.

Replaces used towels, sweat clothes, T-shirts, uniforms and other articles of clothing so that athletes are properly supplied with clean items by laundering, sorting, and counting soiled items.

Repairs uniforms and equipment so that they are in usable condition and meet safety standards by sewing and patching tears, inserting new laces, replacing cleats, sharpening skates and making other minor repairs to them.

Recommends purchases of new equipment and supplies to keep necessary supplies on hand.

Prepares outdoor athletic facilities so that they are ready for use by repairing and cleaning outside athletic equipment, helping maintain athletic fields and lawns, placing chalk marks on fields, and directing traffic during athletic events.

Oversees the cleanliness of athletic equipment storerooms, locker rooms, shower rooms and adjacent areas by requesting custodial assistance or performing simple housekeeping tasks such as sweeping and dusting.

Issues locks and lockers to athletic participants so that all equipment and valuables are kept safe by assigning locks and lockers, keeping accurate records, and receiving returned locks.

Directs students and other employees so that assigned tasks are completed by scheduling their work hours, training them in proper procedures, and overseeing their work.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Stockroom operations in receiving, caring for, and issuing supplies and in keeping records and maintaining inventories.

Nomenclature, construction, maintenance and repair of athletic equipment.

Ability to:

Use washers, dryers, spinners, electric drills, grinders and other hand and machine tools requiring manual and finger dexterity.

Meet the public and supervise students and other employees.

Keep simple clerical records.

Understand and carry out oral instructions.

Est.: 9/14/67

Rev.: 3/92

T.C.: 12/3/74

Former Title(s):