



Irvine Unified School District

P.E. EQUIPMENT CUSTODIAN

DEFINITION

Under general supervision, to issue, receive, store and repair athletic equipment and supplies used in the sports program; to keep an assigned area clean, sanitary, safe and orderly; and to perform related work as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Issues, fits, receives and stores athletic uniforms and equipment for sports programs.
- Inspects clothing and equipment for needed repairs.
- Issues locks and lockers.
- Marks equipment and uniforms for identification purposes.
- Sets up equipment for games or gym classes.
- Maintains inventory of athletic equipment and supplies and keeps records of issuance.
- Assists in ordering new supplies and equipment.
- Sorts clothes for laundry and checks-in returns.
- Maintains training room supplies and equipment.
- Performs a variety of regular custodial duties, including sweeping, washing, waxing, dusting and scrubbing.
- When not engaged in enumerated duties, may assist as required in a variety of maintenance and grounds work throughout the district involving heavy manual labor and semiskilled tasks.

QUALIFICATIONS GUIDE

Knowledge of:

- Methods, materials and equipment used in cleaning various types of surfaces, furniture and equipment.
- Types and uses of athletic equipment.
- Basic safety practices related to cleaning methods.

Ability to:

- Keep records and prepare reports.
- Perform heavy physical labor.
- Work without immediate supervision.
- Understand and carry out oral and written instructions.
- Maintain cooperative working relationships with those contacted in the course of work.

Training and Experience:

- Equivalent to completion of twelfth grade; two years of experience in cleaning and maintaining building areas, including familiarity with athletic facilities and equipment; or any combination of training and experience that could likely provide the desired knowledge and abilities.

License:

- Some positions may require possession of a valid California Driver's License.

Physical:

- Good physical condition as determined by pre- and post-employment inquiries and health reports.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand and reach with hands and arms. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, and color vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is occasionally exposed to risk of radiation.

The noise level in the work environment is usually moderate.

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