



IRVINE UNIFIED SCHOOL DISTRICT

P.E. EQUIPMENT CUSTODIAN

DEFINITION:

Under the supervision of the Supervisor-Plant, receives, inventories, stores, maintains and issues athletic uniforms and equipment for use in Physical Education classes and competitive sports; maintains assigned Physical Education areas in a safe, clean and sanitary condition.

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.
- Unlock campus gates and rooms; turn off morning alarms as assigned.
- Sorts clothes for laundry and checks-in returns.
- Maintains training room supplies and equipment.
- Perform a variety of custodial duties including vacuuming, dusting, mopping and sweeping; empty waste receptacles.
- Set up and dismantle equipment for a variety of student activities and special events; layout, line and set up athletic fields.
- May assist as required in a variety of maintenance and grounds work throughout the District involving heavy manual labor and semi-skilled tasks.

QUALIFICATIONS GUIDE

Knowledge of:

- Equipment, materials and supplies used in team and individual sports and the care and maintenance of related items.
- Methods, materials and equipment used in custodial work.
- Basic record-keeping and report preparation techniques.
- Health and safety regulations.
- Proper methods of storing equipment, materials and supplies.
- Basic inventory techniques.
- Proper field dimensions, field markings and equipment used for various sports.

Ability to:

- Receive, store, issue and control inventory of uniforms, equipment and supplies to Physical Education classes and athletic teams.
- Set up and dismantle equipment for a variety of student activities and special events.
- Operate a variety of athletic and cleaning equipment
- Maintain and repair athletic clothing and equipment.
- Understand and follow oral and written directions.
- Maintain records and prepare reports.
- Oversee the activities of students utilizing the locker room.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and one year custodial experience, including some experience with athletic facilities.

LICENSES AND OTHER REQUIREMENTS:

- Some positions within this classification may require possession of a valid California Class C Driver's License.

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.

- Dexterity of hands and fingers to operate and repair athletic equipment.
- Walking or standing for extended periods of time.
- 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.
- Climbing ladders.
- Reaching overhead, above the shoulders and horizontally.
- Bending at the waist, kneeling or crouching.

WORK ENVIRONMENT:

Outdoor/Physical Education/Athletic facilities 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. The noise level in the work environment is usually moderate. Hazards include:

- Seasonal heat and cold or adverse weather conditions.

Previously Revised: 6/2017