

San Diego Community College District

NANC JOB DESCRIPTION

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Job Code: N1090

Original Date: 02/2013

Last Revision: 04/2018

Staff Type: NANCE

FLSA status: Non-Exempt

Title: Athletic Equipment Assistant

Unit: Non-Academic/Non-Classified Service

FUNCTION:

Under the direction of an assigned supervisor, maintain athletic equipment and supplies used in the competitive sports program; issue, receive, store, inventory, and make minor repairs to supplies and equipment.

DESIRABLE QUALIFICATIONS:

Knowledge of equipment, materials, and supplies used in competitive sports; health and safety regulations; inventory and quality control; and proper storage methods and inventory procedures for athletic equipment and clothes. Ability to maintain and perform minor repair to athletic equipment and clothing; operate a variety of equipment, including washer and dryer; understand and follow oral and written directions; and establish and maintain effective working relationships with others. Sufficient training and experience to satisfactorily perform assigned duties.

TYPICAL DUTIES INCLUDE:

- Issue, receive, store, and check athletic equipment.
- Issue clothing, game equipment, locks, and lockers to students; maintain records.
- Receive and deliver equipment and supplies, perform general repairs.
- Sort clothing to launder; wash and dry game and practice uniforms.
- Prepare clothing, equipment, supplies, and athletic facilities for competitive games on the home field and away.
- Assist with packing and loading equipment for "away" games and events.
- Maintain inventory of athletic equipment.
- Inspect clothing and equipment and make necessary repairs.
- Operate a variety of equipment, including vans, carts, vacuum cleaner, washing machine, dryer, dolly, computer, and calculators.
- Assist in coordinating transportation for athletic events.