

**TITLE: LOCKER ROOM ATTENDANT**

**QUALIFICATIONS**

Knowledge of

1. Effective record keeping methods and procedures.
2. General needs and behaviors of students.
3. Use and function of basic athletic equipment.
4. Basic English usage, reading, writing, and math at a level necessary to perform assigned tasks.
5. Modern cleaning methods, materials, and equipment, including sterilization and sanitary methods.
6. Safety rules and regulations for this position.

Ability to

1. Read, understand, and carry out both verbal and written instructions, policies, and procedures in an independent manner.
2. Effectively supervise students in locker room.
3. Maintain accurate records and conduct periodic inventory of assigned physical education equipment and supplies.
4. Perform minor maintenance and repair of athletic and physical education equipment.
5. Observes and reports the need for maintenance repairs to appropriate authority.
6. Performs daily janitorial functions within all assigned areas.
7. Safely use and apply cleaning agents, equipment, and materials.
8. Maintain work schedules in performing tasks.
9. Work without immediate supervision.
10. Receive and give information over the telephone or in person in a courteous manner.
11. Communicate effectively and tactfully in both verbal and written form.
12. Be a productive and active team member.
13. Maintain a pleasant appearance and demeanor.
14. Understand and carry out oral and written instructions.
15. Apply general policies and procedures to specific situations.
16. Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
17. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.

Training and Experience

1. Education equivalent to the completion of the twelfth (12th) grade.
2. One (1) year of experience in public contact work, preferably with students; or any combination of training and experience that would likely provide the desired knowledge and abilities.
3. Good work history and attendance.
4. First Aid Certificate and Cardio Pulmonary Resuscitation (CPR) certification desired.

**REPORTS TO:** Assigned school administrator

**JOB GOAL:** To receive, issue, maintain, store, and inventory athletic equipment and supplies; to supervise and ensure the security of assigned locker room areas; and to perform routine cleaning of assigned areas so as to provide a clean, safe, healthy, and secure atmosphere.

**ESSENTIAL FUNCTIONS**

1. Receives, stores, and inventories athletic equipment and supplies for physical education and sports programs.
2. Maintains and accounts for all athletic equipment and supplies; establishing appropriate inventory records and files as needed.
3. Maintains athletic equipment in proper working condition and cleans equipment after use.
4. Issues equipment and supplies for use in physical education classes.
5. Supervises student aides as assigned.
6. Oversees assigned locker room, ensuring safety and security of area.
7. Cleans restrooms, showers, locker rooms, offices, and gymnasium, inside sports facilities, outside courts, fields, and related athletic facilities.
8. Operates cleaning equipment, such as vacuums, floor cleaning and polishing machines, scrubbers, etc.
9. Locks and unlocks doors and gates to ensure security of buildings and related areas.
10. Inspects equipment for safety hazards and needed repairs, makes minor repairs.
11. Observes and reports the need for maintenance repairs to the appropriate division.
12. Follows district policies and procedures.
13. Participates in district in-service training as required.
14. Knows and understands the Mission and Core Values of the district.
15. Performs other related duties as assigned.

**OTHER FUNCTIONS**

1. Issues lockers and maintains records of lock combinations.
2. Stencils and marks equipment for identification and inventory purposes.
3. Laundries athletic soft goods such as jerseys and equipment.

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and instructions.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
8. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
9. Able to sustain strenuous manual labor for four (4) to six (6) hours.
10. Able to exhibit full range of motion for shoulder external rotation and internal rotation.
11. Able to exhibit full range of motion for shoulder abduction and adduction.
12. Able to exhibit full range of motion for elbow flexion and extension.
13. Able to exhibit full range of motion for shoulder extension and flexion.
14. Able to exhibit full range of motion for back lateral flexion.
15. Able to exhibit full range of motion for hip flexion and extension.
16. Able to exhibit full range of motion for knee flexion.
17. Able to work at various elevated heights in a safe and effective manner.
18. Able to work in a wide range of temperatures.
19. Able to work in restricted spaces in a safe and effective manner.
20. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
21. Able to work with chemical agents in a safe and efficient manner without allergic reaction.
22. Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.

**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned site administrator will complete the evaluation.

Approved by:	Board of Education	Date:	December 9, 1993
Amended by:	Board of Education	Date:	August 14, 1997
Amended by:	Board of Education	Date:	February 10, 2000

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS AN  
AFFIRMATIVE ACTION, EQUAL OPPORTUNITY EMPLOYER**