

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **LOCKER ROOM ATTENDANT**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, perform a variety of clerical and custodial duties in support of the physical education programs and facilities; ensure the efficient operation of the locker room; issue locks and lockers to students; perform a variety of custodial duties in the locker and shower rooms; set-up equipment for physical education classes; and maintain inventory and records of supplies and equipment.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Issue locks and lockers to students; assist with lock and locker problems; remove locks from abandoned lockers; maintain records of issuance.
2. Issue and collect athletic equipment and towels; collect deposits as necessary; inspect equipment and materials for proper condition upon return; return deposits.
3. Sort clothing and towels for laundry pickup; inspect and store returned laundry.
4. Maintain inventory and records of athletic equipment; repair and maintain athletic equipment as necessary to provide for safe use by students.
5. Perform a variety of custodial duties in and around the locker and shower rooms; clean shower and locker rooms including sweeping, scrubbing, and mopping floors in locker rooms, showers and rest rooms; refill all dispensers with soap, paper, and sanitary napkins.
6. Assist physical education faculty as necessary; set-up a variety of equipment for physical education classes.
7. Maintain safety and security of equipment and facilities.
8. Provide assistance to students; respond to inquiries and requests for information regarding athletic and physical education programs or events; assist in resolving complaints or problems.
9. Train and provide work direction and guidance to student workers as assigned.
10. Operate vehicles as necessary.
11. Perform related duties as required.

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**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Equipment, materials, and supplies used in physical education programs.
2. Custodial cleaning methods, materials, and equipment.
3. Storage and inventory methods.
4. Principles and procedures of basic record keeping and filing.
5. Occupational hazards and standard safety practices.
6. Basic principles of supervision and training.

**Ability to:**

1. Use cleaning materials and equipment efficiently.
2. Maintain records.
3. Make routine repairs to physical education equipment.
4. Operate and use assigned equipment.
5. Perform heavy physical labor.
6. Meet the public with courtesy and tact.
7. Understand and follow oral and written directions.
8. Work independently in the absence of supervision.
9. Work cooperatively with others.
10. Train and provide work direction to student workers.
11. Communicate clearly and concisely, both orally and in writing.
12. Establish and maintain effective working relationships with those contacted in the course of work.
13. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

**Experience:**

Some experience in building or building-related cleaning work.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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 job functions.*

**Environment:** Work is performed primarily in a locker room setting with extensive contact with students; exposure to noise, dust, and unpleasant odors.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a locker room setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach,

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and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office and athletic equipment requiring repetitive hand movement and fine coordination; and to verbally communicate to exchange information.

4/30/74; 3/6/79

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Maintenance and Operations