

PERALTA COMMUNITY COLLEGE DISTRICT – June, 1999

CLASSIFIED JOB DESCRIPTION

**PHYSICAL EDUCATION ATTENDANT (Male/Female)
(IUOE Local 39 Salary Range 29)
Job Code: 947**

CLASS PURPOSE

Under general supervision, performs specialized work in assigning lockers, issuing physical education equipment and supervising the locker room and shower areas of the gymnasium. Performs other work as required.

EXAMPLES OF ESSENTIAL DUTIES

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Supervises locker room and shower areas
- Issues towels to students, and sees that soiled towels are collected and sent to laundry
- Prepares monthly towel report for business office
- Assigns lockers and maintains records of assignments; sets up equipment for such physical education classes as volleyball, badminton, archery, and fencing; issues and maintains records of special equipment for physical education and music classes; performs general clerical work as required
- Dispenses first aid equipment; reports any needed maintenance repairs; may perform minor repairs on athletic equipment
- Orders supplies, takes telephone messages, and runs errands
- Trains and supervises student assistants
- May perform custodial duties in shower and locker room areas as needed
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

Job Description: Physical Education Attendant (Male/Female)

DESIRABLE QUALIFICATIONS

- Knowledge of:
 - Equipment, materials, and supplies used in physical education program
 - Storage and inventory methods
 - First aid

- Ability to:
 - Issue, and maintain records on, lockers
 - Understand and carry out oral and written directions
 - Establish and maintain cooperative relationships with those contacted in the course of the work

ENVIRONMENTAL DEMANDS

- Occasional work performed in extreme cold, heat, dryness, wetness, and humidity
- Occasional work performed alone, in small workspaces, at elevated heights, and with noise
- Frequent use of moving equipment
- Frequent interaction with other individuals

MENTAL REQUIREMENTS

- Must be able to communicate in English (speaking, writing, and reading) at a level to safely and effectively perform the essential functions of the Physical Education Attendant position.

PHYSICAL REQUIREMENTS

- Occasional use of stairs and ladders
- Occasional use of balance
- Occasional kneeling, squatting, jumping, running, throwing, and crawling
- Occasional use of manual dexterity
- Frequent standing, walking, and sitting
- Occasional lifting and carrying up to 50 lbs.
- Frequent stooping and body twisting
- Frequent work at a rapid pace
- Frequent use of tactile, audio and visual acuity
- Frequent use of oral communication

Job Description: Physical Education Attendant (Male/Female)

- Constant reaching at high, and low level

TOOLS AND EQUIPMENT USED

- Occasional use of protective wear for body, including eyes, arms, hands, fingers, legs, feet, and toes.

Revised: N/A