

GYMNASIUM AND LOCKER ROOM SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ.</u>	<u>Work</u>	<u>Prob.</u>	<u>Effective</u>
		<u>Area</u>	<u>Area</u>	<u>Period</u>	<u>Date</u>
0549(0541)	Locker Room Attendant	15	026	6 mo.	09/30/87
3512	Gymnasium and Facilities Supervisor	15	026	6 mo.	09/30/87

Promotional Line: 6

Series Narrative

Employees in this series perform duties involved in the operation of gymnasiums and/or related areas.

DESCRIPTIONS OF LEVELS OF WORK

Level I: Locker Room Attendant 0549(0541)

Employees at this level provide locker room services. They work under general supervision from a designated supervisor.

A Locker Room Attendant typically –

1. assigns lockers to students and faculty
2. issues locks, towels, athletic equipment, uniforms, and general supplies
3. maintains current equipment records and inventories
4. has custody of and is responsible for the checking in and out of laundry and dry cleaning
5. performs minor general-equipment maintenance work
6. maintains lockers and locker rooms
7. patrols locker rooms for stragglers or unauthorized persons in the area
8. checks for unlocked lockers and clothing left outside lockers
9. prepares towels, swim suits, and other athletic uniforms for laundry; picks up or launders same as required
10. performs other related duties as assigned

Level II: Gymnasium and Facilities Supervisor 3512

Employees at this level supervise the care, maintenance, issuance, ordering, scheduling, and/or efficient operation of facilities and equipment for gymnasiums, playing fields, and other athletic areas. They work under general supervision from a designated supervisor.

A Gymnasium and Facilities Supervisor typically –

1. supervises the issuance of and the care and use of facilities and/or equipment for gymnasiums, playing fields, and other physical education areas
2. performs and supervises the performance of locker room service, including the assignment and clearance of lockers and the issuance of locks, towels, sports equipment, and other supplies as required
3. orders locks, towels, sports equipment, and other supplies as required
4. is responsible for current equipment records and the physical inventory of physical education areas
5. performs and supervises the checking in and out of laundry and dry cleaning
6. performs minor general-equipment maintenance work
7. patrols locker rooms for unauthorized persons in these areas
8. supervises personnel as assigned
9. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:**Level I: Locker Room Attendant 0549(0541)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. mechanical aptitude
2. ability to maintain accurate and legible records

NOTE: The assignment of male or female attendants will be dependent on the sex of the users.

Level II: Gymnasium and Facilities Supervisor

3512

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to maintain accurate and legible records
2. supervisory ability

Locker Room Attendant	Edited
Gymnasium and Facilities Supervisor	Edited