

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Gymnasium Attendant

BASIC FUNCTION: Under the supervision of the area Manager, maintains assigned gymnasium and facilities in a clean and orderly condition; stores, repairs, cleans, and issues athletic and physical education equipment; cleans and issues lockers; maintains the area of responsibility in a clean and sanitary condition.

PROVIDES WORK OR LEAD DIRECTION TO: Not applicable – no permanent full-time staff to supervise.

REPRESENTATIVE DUTIES:

1. Opens facilities; prepares gymnasium for scheduled physical education classes and special events.
2. Oversees locker rooms and related equipment.
3. Assigns locks and lockers and maintains accurate records of this issuance.
4. Maintains a variety of athletic and physical education equipment, uniforms, and supplies in good repair and in good condition.
5. Launders athletic team uniforms, Practice shirts and towels
6. Sweeps, scrubs, and mops floors and vacuums carpets daily
7. Empties and cleans waste receptacles.
8. Cleans blackboards and white boards.
9. Cleans restrooms and replenishes supplies.
10. Washes windows and walls as needed.
11. Clean CPR supplies daily, and assists in taking inventory as requested
12. Turns out lights and locks doors and windows as required.
13. Sets up, moves and arranges furniture and equipment for district and riverside campus.
14. May spray to protect from insect infestation indoors and outdoors as required.
15. Assists with stripping and waxing of floors as required.
16. May do minor repair work on building equipment and facilities as needed.
17. May clean other facilities as assigned.
18. Perform minor repair on custodial equipment.
19. Participates in District-provided in-service training programs.
20. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
21. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required.

EXPERIENCE: Six months of generally related janitorial or building maintenance work is required.

LICENSES/CERTIFICATIONS: Must have a valid California driver's license, and have (and maintain) an insurable driving record acceptable to the District's insurance carrier, is required.

KNOWLEDGE OF: Methods, materials, and equipment used in janitorial and simple maintenance work are preferred; effective maintenance for a wide variety of physical education and athletic equipment, uniforms, and supplies.

ABILITY TO: Perform manual work as required; understand and follow oral and written instructions.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, students, faculty, and staff.

PHYSICAL EFFORT: Requires the ability to exert physical effort, such as walking, standing and lifting; dexterity in the use of cleaning equipment. Must be able to lift up to 50 pounds.

WORKING CONDITIONS: Custodial environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951) 222-8039.