

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Athletic Utility Assistant I	Wage/Hour Status:	Non-Exempt
Reports To:	Campus Athletic Director	Pay Range:	43B
Dept./School:	Senior High School	Date Revised:	11/16/18

Primary Purpose:

Follow routine cleaning and maintenance procedures to maintain a high standard of safety, cleanliness, and efficiency of athletic department.

Qualifications:

Education/Certification:

High School diploma or equivalent

Special Knowledge/Skills:

Ability to operate Industrial cleaning equipment and lift heavy equipment

Ability to handle cleaning supplies properly

Experience:

No previous experience

Major Responsibilities and Duties:

General custodial services in the athletic area

Laundering of athletic uniforms for all sports

Folding of clean uniforms and returning them to the assigned area

Maintain an inventory of supplies

Inform supervisor of any safety hazards

Assist coaches with securing the locker room areas and equipment rooms

Follow all rules, regulations, and policies of Plano ISD and follow directives from superiors

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Working Conditions:

Job Title: Athletic Utility Assistant I

Mental Demands:

Ability to communicate effectively (verbal and written); maintain emotional control under stress

Physical Demands / Environmental Factors:

Strenuous walking, standing, and/or climbing; pushing and bending throughout the day; frequent lifting and carrying, 15-50 pounds; exposure to hot and cold temperatures, hands in water, noise, electrical energy, dust, toxic chemicals, and materials; slippery or uneven walking surfaces

Acknowledgement:

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

Approved by: W. Noel McBee, Compensation Coordinator **Date:** 11-16-18

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Administration and/or supervisor have the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

Employee Signature: _____ **Date** _____