

**College of the Siskiyous  
Job Description**

**Job Title:** Laundry/Equipment Assistant

**FLSA:** Non-Exempt

**Group:** Classified

**Salary Class:** A

**Salary Schedule:** Classified

**Job Summary**

Under the general direction of the Area Director of Health, Physical Education and Recreation, assist in the preparation and inventory of the Area's equipment.

**Class Characteristics**

Perform general and special duties if maintaining equipment and supplies. Receive limited supervision within a broad framework of standard policies and procedures.

**Essential Duties and Responsibilities include the following**

Maintain the padlock inventory for the Men's and Women's locker rooms. Prepare padlocks and lockers for issue each semester for both locker rooms.

Repair damaged equipment and clothing.

Launder and issue all athletic practice and game clothing.

Assist coaching staff in preparing yearly inventories and equipment orders.

Perform other related duties.

**Employment Standards**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

**Training and Experience:** Any combination of experience and education equivalent to the completion of high school or equivalent with at least some experience of working with athletic teams and familiarity with equipment.

**Knowledge:** Knowledge of the basic functions and procedures associated with an athletic environment. Basic knowledge of laundry procedures. Basic record keeping ability.

**Ability:** Ability to safely, efficiently and effectively use laundry equipment and materials; read at a level sufficient to successfully perform required duties; understand and follow orals and written directions; organize and prioritize work load to accomplish divers tasks; meet the physical requirements necessary to safely and effectively perform required duties; establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Heavy physical effort which may include extensive standing or walking; frequent lifting of heavy loads of laundry and bulky equipment weighing 50 lbs or more; frequent activities requiring full body exertion. Exposure to outdoor work in weather extremes.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.