

BU Job Series Matrix

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| Job Family: Physical Environment Services | Job Series Title: Athletic Equipment Keeper | Job Series Code: T60 |
| <p>Job Series Summary: This series of job classifications describes positions in which employees order, issue, record, maintain and repair athletic equipment and supplies for organized sports and athletic activities. They maintain the equipment storeroom in a clean and orderly fashion in the issuance and inventory of laundry and equipment.</p> <p>There are two levels in the series, Athletic Equipment Keeper I and II. These are differentiated on the basis of the duties performed.</p> | | |
| Job Title: Athletic Equipment Keeper I | Job Title: Athletic Equipment Keeper II | |
| Job Classification Code: 7224 | Job Classification Code: 7232 | |
| Pay Range: A14 | Pay Range: A18 | |
| Exemption Classification: Non-exempt | Exemption Classification: Non-exempt | |
| Effective/Revision Date: 08/10/2018 | Effective/Revision Date: 08/10/2018 | |
| Job Responsibilities | Job Responsibilities | |
| Under the direction of a lead or supervisor, employees in this classification handle a limited range of supplies and/or athletic equipment. | Under general supervision of a supervisor, employees in this classification maintain an athletic equipment room and have responsibility for the equipment needs associated with a wide variety of organized team sports. | |
| Characteristic Duties The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification. | Characteristic Duties The duties listed under this section are designed to provide a representative sampling of key tasks and/or responsibilities associated with the job. They are not intended to be a complete list of all the duties performed by employees in the classification. | |
| <ul style="list-style-type: none"> • Collect dirty towels from locker room. Use laundry facilities to wash and dry towels. Deliver clean towels to locker room. • Adhere to safety rules. | <ul style="list-style-type: none"> • Requisition supplies, uniforms and equipment; is responsible for the laundering of uniforms and towels. • Issue items of equipment, check them in and maintain records of issuance. • Check equipment and uniforms for needed repairs and make or arrange for repairs. • Maintain inventory of supplies and equipment. • Assign, maintain and check lockers. • Retrieve equipment and make charges for lost items. • Fit team members with proper size uniforms and equipment. • May perform any of the duties described in the Athletic Equipment Keeper I specification or other duties as assigned. • Adhere to safety rules. | |
| Minimum Education and Experience Required | Minimum Education and Experience Required | |
| High school diploma or equivalent | High school diploma or equivalent This skill level is generally associated with a minimum of 2 years of experience maintaining athletic equipment. | |
| Qualifications | Qualifications | |
| <ul style="list-style-type: none"> • Willing to work in an athletic setting and provide the service functions outlined above in a courteous and helpful manner. | <ul style="list-style-type: none"> • Willing to work in an athletic setting and provide the service functions outlined above in a courteous and helpful manner. | |
| Certificates and Licenses Required | Certificates and Licenses Required | |

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| • Valid California non-commercial class C driver's license. | • Valid California non-commercial class C driver's license. |
| Physical Requirements | Physical Requirements |
| <ul style="list-style-type: none"> • Ability to obtain and maintain a valid California non-commercial class C driver's license. <ul style="list-style-type: none"> • Frequently stand/walk, twist/bend/stoop/squat, grasp forcefully and lift/carry/pull/push objects weighing up to 50 pounds. | <ul style="list-style-type: none"> • Ability to obtain and maintain a valid California non-commercial class C driver's license. <ul style="list-style-type: none"> • Frequently stand/walk, twist/bend/stoop/squat, grasp forcefully and lift/carry/pull/push objects weighing up to 50 pounds. |

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| <ul style="list-style-type: none"> • Frequently perform desk-based computer tasks and sort/files paperwork/parts or equipment. • Occasionally perform seated work and lift/carry/push/pull objects weighing up to 20 pounds. Occasionally use a telephone and write by hand. | <ul style="list-style-type: none"> • Frequently perform desk-based computer tasks and sort/files paperwork/parts or equipment. • Occasionally perform seated work and lift/carry/push/pull objects weighing up to 20 pounds. Occasionally use a telephone and write by hand. |
| Working Conditions | Working Conditions |
| <ul style="list-style-type: none"> • May be required to work overtime, evenings and weekends, including Holidays • May be exposed to laundry chemicals and noises greater than 80db TWA | <ul style="list-style-type: none"> • May be required to work overtime, evenings and weekends, including Holidays • May be exposed to laundry chemicals and noises greater than 80db TWA |
| Work Standards | Work Standards |
| <ul style="list-style-type: none"> • All Athletic Department positions share responsibility for promoting and maintaining the integrity and reputation of Stanford University and its intercollegiate athletics program. In fulfilling this responsibility of this position the person hired is required to comply with both the letter and spirit of all University policies and procedures, laws, and NCAA and Pacific-12 rules and regulations. • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/ and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr-processes-policies/labor-relations-collective-bargaining | <ul style="list-style-type: none"> • All Athletic Department positions share responsibility for promoting and maintaining the integrity and reputation of Stanford University and its intercollegiate athletics program. In fulfilling this responsibility of this position the person hired is required to comply with both the letter and spirit of all University policies and procedures, laws, and NCAA and Pacific-12 rules and regulations. • When conducting university business, must comply with the California Vehicle Code and Stanford University driving requirements. • Interpersonal Skills: Demonstrates the ability to work well with Stanford colleagues and clients and with external organizations. • Promote Culture of Safety: Demonstrates commitment to personal responsibility and value for safety; communicates safety concerns; uses and promotes safe behaviors based on training and lessons learned. • Subject to and expected to comply with all applicable University policies and procedures, including but not limited to the personnel policies and other policies found in the University's Administrative Guide, http://adminguide.stanford.edu/ and the appropriate collective bargaining agreement at https://cardinalatwork.stanford.edu/hr-processes-policies/labor-relations-collective-bargaining |

