

**LOCKER AND EQUIPMENT ATTENDANT  
DANCE COSTUME TECHNICIAN**

**DEFINITION**

Performs a variety of responsible tasks for the receipt, issuance, maintenance, and control of athletic and locker room equipment. Responsible for the design, sewing, fitting, altering and maintenance of dance costumes on a seasonal basis.

**SUPERVISION RECEIVED AND EXERCISED**

Supervision is received by the Athletic Director or department administrative position.

May provide work direction to student workers.

**EXAMPLES OF DUTIES**

**Locker and Equipment Responsibilities:**

Receives, inspects, stores, issues and controls physical education equipment, athletic equipment and uniforms and requests replacements as needed.

Sorts and processes clothing for cleaning and launders washable uniforms.

Fits and alters uniforms if needed.

Launders and issues towels for physical education, dance and athletic departments.

Prepares clothing, equipment and supplies for competitive events.

Assures that equipment storage rooms are maintained in a clean and orderly condition.

Maintains an inventory of physical education and athletic equipment.

Provides general supervision of locker and shower rooms.

Assigns lockers and maintains appropriate records for physical education, dance, athletics and female staff locker rooms.

Maintains petty cash log, computerized fine report, and receipt book recording fines for unreturned uniforms and lock purchases.

Assigns equipment for various physical education activities and athletic events.  
Cleans-out lockers at the conclusion of each semester and changes all locks for reissue for the next semester. Retains all belongings found in lockers, and seals in bag with student name attached.

Washes all unclaimed items. Items unclaimed for one semester are either re-used by the Dance department or donated to charity.

Places a hold on student records in the computer for those students who have not turned-in uniforms at the end of the season.

## **EXAMPLES OF DUTIES (continued)**

May proctor exams for instructors in the Physical Education department.

Provides work direction and training to student workers.

Verifies time sheets for student workers.

### **Dance Costume Technician Responsibilities:**

Monitors budget for dance costume supplies. Insures that new purchases will not exceed budget.

Purchases or orders all required materials and prepares purchase order or check request.

Researches dance costumes appropriate for performance.

Designs, sews, alters and/or repairs costumes.

Organizes and maintains inventory of dance wardrobes.

Performs wardrobe mistress duties for the Dance department.

Purchases fabrics for costumes.

Dyes and launders costumes.

Performs other duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Equipment, materials and supplies used in competitive sports and athletic activities.

Care and maintenance of athletic equipment, materials and supplies.

Recordkeeping and budget procedures and principles.

Computer software programs.

### **Ability to:**

Maintain and repair athletic equipment.

Prepare and maintain records and files.

Establish and maintain effective working relationships.

Perform a variety of tasks in the maintenance of a locker room.

Design, sew and fit costumes.

Train and provide work direction to others.

## **EMPLOYMENT STANDARDS**

### **Minimum Qualifications:**

One year of stock room or locker room experience.

One year of experience designing and sewing.

### **PHYSICAL REQUIREMENTS:**

Ability to climb a five foot ladder to store and retrieve supplies.

Ability to lift 20 lbs.