

PT Locker Room Attendant
Cerritos College

Direct Link: <https://www.AcademicKeys.com/r?job=254855>

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Posted Mar. 25, 2025, set to expire Apr. 21, 2025

Job Title	PT Locker Room Attendant
Department	Staff
Institution	Cerritos College Norwalk, California
Date Posted	Mar. 25, 2025
Application Deadline	04/21/2025
Position Start Date	Available immediately
Job Categories	Part-Time/Temporary Staff
Academic Field(s)	Athletics and Recreation Services
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Job Description	

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PT Locker Room Attendant

Salary: \$25.20 - \$30.20 Hourly

Job Type: Part Time

Job Number: LockerRoomAttendant-24

Closing: 4/21/2025 11:59 PM Pacific

Location: Norwalk, CA

Department: LockerRoomAttendant-24

Division: Kinesiology

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Description

Equity and Diversity

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all segments of qualified people.

Closing Date

This position will close on April 21, 2025 at 11:59 PM (or when 150 applications are received, whichever occurs sooner).

College Profile

Cerritos College is ranked 14th among the top 100 schools with the highest Hispanic enrollment in the United States by the United States Department of Education. Cerritos College serves as a comprehensive community college for southeastern Los Angeles County. Communities within the college's district include Artesia, Bellflower, Cerritos, Downey, Hawaiian Gardens, La Mirada, Norwalk, and portions of Bell Gardens, Lakewood, Long Beach, Santa Fe Springs and South Gate. Cerritos College offers degrees and certificates in more than 180 areas of study in nine divisions. Enrollment currently averages 20,000 students. Visit Cerritos College online at <http://www.cerritos.edu>.

Department Profile

The Division of Kinesiology encompasses the department of Athletics, Health Education, Kinesiology and Physical Education. The department of Athletics has 19 intercollegiate programs for student athletes.

Summary

The PT Locker Room Attendant provides routine utility services in support of physical education, training, and athletic programs. Maintains athletic equipment and locker rooms in safe and clean status. Launders clothing, towels and other physical education and athletic accessories.

Distinguishing Career Features

The Locker Room Attendant performs custodial and laundry services to physical education and athletic programs. This position requires demonstrated ability to maintain adequate inventory levels of laundered items and the general security and safety of locker room facilities.

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Job Duties

Essential Duties and Responsibilities

- Checks out equipment to students, staff and athletic participants. Issues towels, PE clothing, athletic game gear and equipment.
- Washes and re-issues laundry. Keeps appropriate records and notifies coaches and instructors of what students have received.
- Prepares equipment and sets up for physical education and athletic events. From established lists and verbal instructions, gathers equipment, makes sure it is in working order, sets up locations according to faculty instructions.
- Maintains and conducts an inventory of equipment and supplies. Counts physical education and athletic supplies and determines equipment needs.
- Maintains security and safety of students and equipment.
- Maintains, repairs, and replaces equipment.
- Reports unsafe facilities and conditions to maintenance for repair.
- Maintains currency of knowledge and skills related to the duties and responsibilities.
- Performs other related duties as assigned.

Minimum Qualifications

Minimum Qualifications

The position requires a high school diploma or the equivalent, and one year of experience or education in the area of physical education, athletics or equivalent. Requires a Hepatitis C vaccination.

Preferred Qualifications

- Provide custodial, laundry, and laundry services to physical education and athletic programs.
- Provide routine utility services in support of Kinesiology and Athletics.
- Prepare equipment and sets up for physical education and athletics events.
- Maintain and conduct inventory of equipment and supplies.
- Maintain security and safety of students and equipment.

Supplemental Information

Knowledge and Skills

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Requires a basic level of knowledge of the policies and procedures connected with physical education, athletics, and facilities use. Must have a basic knowledge of sporting event rules and procedures. Must be familiar with safety rules and procedures, in particular those relating to blood borne pathogens and chemical hazards. Must be familiar with the proper use of first aid procedures. Requires knowledge of general custodial and laundry procedures. Requires knowledge of equipment repair.

Abilities

Must be able to operate all of the equipment of the position in a safe manner. Must be able to perform all of the duties in a safe manner. Must be able to prioritize and coordinate work in order to meet class and event schedules. Must be able to maintain awareness to health risks associated with body fluids. Requires the ability to maintain cooperative and productive relationships with others.

Physical Abilities

Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature. Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor. Position involves periods of extended standing plus light to medium work including stooping, kneeling, frequent carrying and lifting of light to medium weight materials (10 to 50 pounds), and occasional lifting of weights in excess of 50 pounds. Requires normal hand-eye and arm, hand, finger dexterity sufficient to operate power and hand tools. Requires visual acuity sufficient to read MSDS and equipment operating instructions, to observe moving objects, and people.

Licenses and Certificates

May require a valid driver's license.

Working Conditions

Work is performed indoors and outdoors where some health and safety considerations exist from physical labor and handling of materials that include waste and blood born pathogens.

Salary/Fringe Benefits

Grade 23 on District Classified Employee Salary Schedule at 19.5 hours a week (\$25.20 - \$30.20 /hr).

This position will NOT include the Health and Welfare benefits package.

Selection Procedure

After the application closing date, a search committee will review and invite the most qualified applicants for an interview. As these are highly competitive positions, meeting the minimum requirements does not guarantee an interview. If you have questions or would like to follow-up

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regarding your application, please contact Human Resources at HR@Cerritos.edu as search committee members are unable to discuss specific recruitments.

Conditions of Employment

This is a part-time (19.5 hours a week), 10-calendar month classified position. Hours are flexible and assigned by the area manager, based on program needs. Hours can be day, nights or weekends.

Initial placement of employees on Confidential Salary schedule is at Step 1. After six months of successful probationary employment, employee is placed at Step 2.

Employment is to be effective as soon as possible following completion of the selection process.

Individual who is offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, Federal Bureau of Investigation (no fee if obtained at Cerritos College Campus Police Station), produce an original social security card, and submit negative TB test results (must be within the past four years or within the last 60 days if not previously employed in a school district in California) before employment.

Proof of eligibility to work in the United States and signing of loyalty oath per Government Codes 3100-3109.

Candidates must be able to provide proof of California residency prior to employment.

****Please note - the District does not provide for immigration sponsorships such as H1B Visas**

Application Procedures

Application materials must be submitted by the closing date. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at the time of application or at least 72 hours prior to the closing date or date of a scheduled interview.

It is the applicant's responsibility to provide copies of all transcript(s) verifying all educational degree(s) and/or coursework required for the position. Transcripts must be from regionally accredited institutions. A foreign transcript must be evaluated by a NACES certified agency. The website address is www.naces.org.

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Required Documents

1. Cover Letter
2. Resume/CV
3. Copy of Unofficial Transcripts (Must show all coursework completed and the conferral date of the degree) OR High School Diploma

To apply, visit <https://www.schooljobs.com/careers/cerritosedu/jobs/4874280/pt-locker-room-attendant>

The District ensures that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. .

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff
Cerritos College

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