Saint Michael’s College
Job Description

Job Title: Equipment Manager  
Department: Athletics  
Supervisor or Manager: Associate Director of Athletics  
Date Created: 07/13/2005  
Last Revised: 07/13/2005  
FLSA Status: E

Our Mission: It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
- Athletic uniforms and equipment for athletic programs are managed, controlled and accounted for
- All teams have the necessary, proper uniforms and equipment to compete in on a daily basis according to established policies and procedures
- Home athletic events are managed for athletic programs by making sure every athletic facility is set up to enable the programs to compete on a daily basis according to established policies and procedures
- The athletic concession stand and service functions are managed for home basketball games according to established policies and procedures
- Operations of other areas in the Athletics department are understood for effective exchange of information and activities
- The management of the equipment room is conducted in a manner that is consistent with the mission, philosophy, and goals of the institution and department
- The Equipment Manager works cooperatively with department members, with a spirit of collegiality and teamwork

Essential Duties and Responsibilities:
- Selects, purchases, issues, fits, maintains and repairs all practice and game uniforms and equipment to student athletes
- Launders all uniforms and practice gear regularly, as needed
- Maintains a daily, monthly and yearly calendar regarding equipment room operations and service functions
- Consults with coaches, determining annual athletic uniforms and equipment needs
- Initiates department purchasing process for athletic uniforms and equipment to include researching specifications, prices, safety requirements, and locating prospective vendors
- Reviews purchasing information with coaches and administrators
- Coordinates with administrative assistants and administrators to type purchase orders
- Receives new uniforms and equipment; checks against orders; releases purchase orders for payment; records and stores items in proper locations
- Maintains inventory control and accountability by keeping accurate records on all transactions involved in receiving, storing and quality control of athletic uniforms and equipment
- Generates and maintains an inventory of all uniforms and equipment and generates status reports as necessary
- Keeps accurate records on all gear checked out/in and generates billing for all non-returned items
- Maintains security of all equipment storage areas
- Checks and monitors all athletic equipment to ensure it meets all required safety standards
- Retires or reconditions equipment that does not meet acceptable standards
- Selects, supervises, provides direction and assigns duties to work-study students
- Provides training to work-study students in the equipment room operation and service functions
- Assists Associate Athletic Director when needed, or as assigned
- Prepares athletic event sites of home contests according to established national and College regulations, requirements, policies and procedures
- Oversees, directs, and assists the activities of work-study students necessary to support home athletic events
- Inspects facilities to ensure physical set up needs and requirements are properly addressed and maintained for home athletic events
- Consults with and establishes working relationships with Facilities personnel, coaches, administrators, and game officials regarding the set up needs and requirements for home athletic events
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- Demonstrates and prepares various efforts to monitor and provide quality security, crowd control and staff utilization at home athletic events
- Understands and enforces department, College and NCAA policies at all home athletic events
- Purchases all food and necessary items for concessions service; inventories all food items and related supplies; purchases and maintains all concession stand equipment
- Establishes reasonable pricing; collects all money, records sales and completes financial reports for concessions
- Provides, schedules, trains and oversees work-study students in the management of the concession stand
- Maintains cleanliness and safety practices as determined by the department, College, state and national standards
- Fosters courteous, strong relations and service with all visitors to the concession stand

Secondary Responsibilities:
- Assists with management and upkeep of the Athletics department facilities
- Acts as Athletics department administrator at athletic events unattended by department administrators
- Sells and/or disposes of used athletic uniforms and equipment

Positions Supervised:
- Work-study students (12)

Major Contacts:
- Athletics department staff
- Student athletes
- Work-study students
- Visiting teams and coaches
- Game officials
- Athletic equipment vendors
- Employees and visitors using the athletic facilities
- Facilities staff

Demonstrates Excellence:
- Displays a thorough understanding and knowledge of the structure, design, standards and necessities of athletic equipment and uniforms for teams and coaches to perform optimally and be protected in athletic events
- Performs daily maintenance of athletic equipment and uniforms and stays current with the latest research available through catalogs, the Internet and communication with vendors
- Understands thoroughly the composition, design, rules, standards and provisions of athletic events so that teams, coaches, officials and working staff can perform safely and spectators are protected at athletic events
- Is able to quickly and efficiently meet the requirements of athletic events if certain variables are not provided or changed
- Communicates well with teams, coaches, department staff and administrators
- Researches and implements the latest findings and research regarding athletic event requirements
- Has in-depth knowledge of how to organize, operate, supervise and maintain standards of a food service operation, keeps informed of how to best meet the needs of customers and runs an efficient and successful concessions stand
- Establishes and cultivates outstanding relationships with coaches and athletes
- Takes outstanding care of uniforms and equipment to maximize life of products
- Uses exceptional skill to manage event set-up and operation, including student worker performance

Education and Work Experience:
- Bachelor’s degree or equivalent combination of education and experience
- Experience with all types of athletic events as well as athletic uniforms, equipment and their proper use
- Supervisory experience
- Experience in concession stand operations

Analytic Skills:
- Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.
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Language and Literacy Skills:
• Reads and understands basic instructions. Conversational skills including responding to supervisors and co-workers as needed to ask questions, provide information, seek direction and plan work. Some writing is required for position.

Computer/Technology Skills:

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<td>Microsoft Word</td>
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Licenses, Certifications and Other Requirements:
• CPR with annual renewal
• First Aid with re-certification every three years
• Blood Borne Pathogens Training
• OSHA Training

Physical Demands:
Work is often performed in a typical office environment requiring:
• Sitting in a normal seated position for extended periods of time
• Reaching by extending hand(s) or arm(s) in any direction
• Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
• Communication skills using the spoken word
• Vision sufficient to see within normal parameters
• Hearing sufficient to hear within normal range
• No or very limited physical effort
• No or very limited exposure to physical risk

While performing the duties of Equipment Manager, the employee is occasionally required to lift and/or move 26-50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:
• Ability to work long, irregular hours with some possible evening, weekend and holiday hours
• Must be able to tolerate exposure to outdoor environment/climate changes
• Experience in keeping detailed, organized records and storage areas

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.