

	RANDOLPH TOWNSHIP SCHOOLS 25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869 JOB DESCRIPTION	
TITLE:	Equipment Manager	REPORTS TO: Athletic Director
QUALIFICATIONS:	<ul style="list-style-type: none"> • 60 college credits/substitute credential or NJDOE certificate (required) • Knowledge of all types of athletic equipment and its proper use • Ability to keep detailed records • Knowledge of blood-borne pathogen standards • Be able to pass a Criminal History Check and proof of U.S. citizenship or legal resident alien status • Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment 	
GENERAL DESCRIPTION:		
<p style="text-align: center;">Under general supervision of the Athletic Director, oversee operation of equipment room facilities, including outfitting all student athletes and coaches involved in athletics, maintaining and storing equipment, and supervising equipment room and maintaining equipment.</p>		
RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:		
<ol style="list-style-type: none"> 1. Maintains records of all equipment and controls inventory. 2. Assists in and makes recommendations on the purchasing athletic equipment and uniforms in accordance with needs of coaches and teams. 3. Accountable for home game equipment room coverage. 4. As assigned, acts as a liaison on all equipment related matters to various athletic teams. 5. Keeps informed regarding available merchandise and current prices through contact with salesmen and vendors. 6. Knowledge of all type of athletic equipment and its proper use. 7. Issues equipment and uniforms to athletic teams, coaches and students and accounts for return and condition of equipment. 8. Provide routine maintenance of athletic equipment, including repair, replacement, cleaning, oiling, and sewing. 9. Moderate physical activity. Requires handling of average-weight objects up to 25 pounds and standing and/or walking each day. 10. Facilitate the laundering of athletic clothing as required. 11. Performs related duties as required. 		
WORK YEAR: Twelve-month position		
DATE APPROVED:	October 16, 2018	
BY:	Board of Education	