

### LOCKER ROOM SAFETY ASSISTANT

| **Reports to:** | Police Sergeant |  |  |
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| **Dept:** | Police | **Range:** | 9 |
| **FLSA:** | Nonexempt | **EEO:** | Service and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, provide security and safety for the locker rooms in the gymnasium area; patrol area and visually monitor persons entering locker rooms; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Maintain a visible presence for students entering and exiting the men’s and women’s locker rooms; patrol the surrounding area on foot.
2. Ensure safety of the locker room area; secure locker rooms during intercollegiate activities.
3. Ensure locker rooms, gymnasiums and dance studios are open and accessible and are properly secured when facilities close.
4. Contact police dispatch for any observed violations or problems.
5. Provide direction and answer questions to those who use the locker room facilities.
6. Make oral and written reports for work performed; attend meetings; participate in safety training.

### OTHER DUTIES:

1. Perform first aid and CPR as needed.
2. Contact facilities or custodial staff as needed.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. General security principles, safety policies and safe work practices applicable to the work.
2. Operation of a two-way radio.
3. Common student needs, issues and concerns applicable to area of assignment.
4. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
5. Written and oral communication skills including correct English usage, grammar, spell­ing, punctuation and vocabulary.

### ABILITY TO:

1. Analyze situations accurately and adopt effective courses of action.
2. Remain alert, visible and observant.
3. Communicate effectively, both orally and in writing.
4. Understand and follow written and oral instructions.
5. Operate a computer and use standard business software.
6. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

### Graduation from high school or GED equivalent and one year of work experience; or an equiva­lent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Successful completion of a comprehensive background investigation is required, including a review of employment history, criminal conviction record, credit history, use of intoxicants and/or other controlled substances.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

None

**CONTACTS:**

District administrators, faculty, staff, and students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Constant standing and walking for extended periods; occasional light lifting, carrying, pulling and/or pushing of objects weighing up to 25 pounds; manual dexterity and light, repetitive use of hands, wrists and forearms; specific vision abilities required for this job include close vision, distance vision, use of both eyes, and the ability to adjust focus.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving appropriate interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; interact with others encountered in the course of work, including frequent contact with the public and dissatisfied, abusive and traumatized individuals.

**WORKING CONDITIONS:**

Indoor and outdoor environments; subject to frequent public contact and interruption; intermit­tent exposure to individuals acting in a disagreeable fashion; may be required to work at any district location during day and/or evening hours including weekends and/or holidays on an as-needed basis.