

JOB TITLE
ACCOUNTS PAYABLE AND
APPROVAL CLERK

DIVISION
FINANCIAL SERVICES

REPORTS TO
DESIGNATED COORDINATOR

SALARY SCHEDULE & GRADE
IA, GRADE 5

LENGTH OF WORK YEAR
AS APPROVED BY THE BOARD

DATE
SEPTEMBER 9, 2013

SCOPE OF RESPONSIBILITIES

Requires daily production type work to ensure prompt and accurate payments to vendors. Works independently on routine tasks and checks with supervisor as needed. Contacts cost centers and outside vendors as needed to deal with problems with purchase orders and vouchers.

PERFORMANCE RESPONSIBILITIES

1. Validates invoices applicable to purchase orders.
2. Prepares and processes vouchers for invoices not covered by purchase orders.
3. Types checks as needed and processes voids and adds.
4. Balances General Fund and Special Voted Building Fund expenditures, monthly and yearly.
5. Processes and maintains central garage work orders and compound gasoline for internal accounting function.
6. Prepares vouchers for utilities and posts to ledger.
7. Contacts vendors and/or schools when discrepancies occur.
8. Maintains open and closed purchase order files and checks open encumbrance list for errors.
9. Allocates petty cash, balances and replenishes cash fund as needed.
10. Performs other duties as assigned by the designated Coordinator.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Two (2) years clerical experience

DESIRABLE QUALIFICATIONS

1. One (1) year business experience in related field
2. One (1) year college credit/general business
3. Two (2) years bookkeeping experience or training

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06018-05-404

JOB TITLE
PLANT OPERATOR

DIVISION
DISTRICTWIDE INSTRUCTIONAL
PROGRAMS

REPORTS TO
PRINCIPAL/BUILDING
MANAGER

SALARY SCHEDULE & GRADE
II, GRADE 3¹ OR IB-5

LENGTH OF WORK YEAR
260 DAYS

DATE
SEPTEMBER 9, 2013

SCOPE OF RESPONSIBILITIES

Responsible for the safe and healthful operation of the physical plant and grounds; directs and participates with the housekeeping staff in custodial functions and preventative maintenance.

PERFORMANCE RESPONSIBILITIES

1. Supervise and organize the work of the housekeeping staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning.
2. Implement the established cleaning standards and methods using approved products and equipment.
3. Conduct preventative maintenance program (minor maintenance) of facilities and grounds. Arrange for maintenance beyond capabilities.
4. In cooperation with the Principal/building manager, evaluate, recommend promotion, transfer and disciplinary action of custodial staff.
5. Observe established severe weather procedures and performs building checks.
6. Insure proper maintenance of the grounds to include snow and weed removal from sidewalks and steps.
7. Maintain an inventory of custodial supplies and equipment, reordering as necessary.
8. Schedule custodial services as necessary for extra-curricular (after hours) activities.
9. Perform other duties as assigned by the Principal/Building Manager.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Recommendation of Principal or school center head
3. Successful completion of JCPS plant operator assessment and training program

DESIRABLE QUALIFICATIONS

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¹ Grade 3 supervises more than three (3) custodians

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JOB TITLE

PLANT OPERATOR TRAINEE

DIVISION

OPERATIONS SERVICES

REPORTS TO

MANAGER

HOUSEKEEPING SERVICES

SALARY SCHEDULE & GRADE

IB, GRADE 4

LENGTH OF WORK YEAR

260 DAYS

DATE

JULY 1, 2012

SCOPE OF RESPONSIBILITIES

Operates the physical plant and grounds in a safe and healthful manner (housekeeping/preventative maintenance) in the absence of a plant operator under the direction of the Principal and manager of housekeeping services.

PERFORMANCE RESPONSIBILITIES

1. Performs Plant Operator functions in the absence of same:
 - a. Implements the housekeeping program (daily, periodic and annual cleaning)
 - b. Implements the preventative maintenance program (minor maintenance)
 - c. Provides custodial services for extra-curricular activities
 - d. Provides custodial services for outside users (rentals, recreational, church, etc.)
2. Maintains an exemplary record sufficient to remain in training program.
3. Demonstrates leadership skills.
4. Demonstrates ability to implement housekeeping services cleaning methods, standards, and policies.
5. Demonstrates ability to achieve quality results.
6. Performs other duties as assigned by the Principal or Manager Housekeeping Services.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High School Diploma or G.E.D.
2. Two (2) years of current experience as a custodian in a school environment or comparable experience in business and industry
3. Working knowledge of heating, ventilation and air conditioning units
4. Ability to perform preventative maintenance tasks

DESIRABLE QUALIFICATIONS

1. Prior supervisory experience in housekeeping, plant management, or custodial services

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