



Kenton County School District | *It's about ALL kids.*

Issue Paper

DATE:

3/23/21

AGENDA ITEM (ACTION ITEM):

Consider/Approve the creation of a new job description for "District Facilities Support Staff".

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 "Duties": Job Description

HISTORY/BACKGROUND:

Currently, the Kenton County School District has a lease agreement with SD1 that includes cleaning of the rented Central Office facilities. This component is set to expire on April 30, 2021. Rather than to contract those services out again, we would like to create a position that would operate under KCS D employee expectations for health, safety, and job performance standards. Pay for this position would be commiserate to that of Building Operations Support on the non-exempt scale of CUST for 245 days.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to the creation of a new job description for "District Facilities Support Staff".

CONTACT PERSON:

Malina Owens

Principal/Administrator



District Administrator



Superintendent

Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.

Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.

KENTON COUNTY SCHOOL DISTRICT
Job Description: District Facilities Support Staff
Job Class Number:

TITLE: District Facilities Support Staff

QUALIFICATIONS:

1. Must pass health examination required of all school employees and pass the district Job Analysis – JPA Testing Protocol for the Job Title “Building Operations Support”.
2. Demonstrates aptitude or competence for assigned responsibilities.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Building Operations Supervisor

JOB GOAL: To provide staff with a safe, attractive, comfortable, clean, and efficient place in which to work.

PERFORMANCE RESPONSIBILITIES:

1. Keeps the building and premises neat and clean at all times.
2. Checks daily to insure that all exit doors are open and all panic hardware are working properly during the hours of building occupancy.
3. Sweeps, dusts, and cleans daily.
4. Vacuums all carpeted surfaces. Runs carpet shampoo machine annually to all carpets or sooner if needed.
5. Scrubs, strips, and waxes hard floor surfaces as needed.
6. Cleans and disinfects all restroom floors, sanitary fixtures, and drinking fountains daily.
7. Washes all windows on both the inside and outside at least once each year, and more frequently if necessary.
8. Keeps the grounds free from rubbish.
9. Routinely sweeps and mops stairwells.
10. Reports repairs needed promptly to the Supervisor.
11. Reports immediately to the Supervisor any damage to school property.
12. Assumes responsibility for the closing of the building each day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.

District Facilities Support Staff

KENTON COUNTY SCHOOL DISTRICT
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13. Keeps an inventory of supplies and equipment on hand, and requisitions such needed replacements from the Supervisor far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
14. Moves furniture or equipment within the building as required for various activities and as directed by the Supervisor.
15. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
16. Performs such other tasks and assumes such other responsibilities as assigned.

TERMS OF EMPLOYMENT:

- 245 Days
- Salary Schedule: CUST on Classified Position Index / CUSJ if Journeyman Level
- FLSA Status: Non-exempt

EVALUATION: Performance of this job will be evaluated by the Assistant Superintendent, Executive Director or designee.

DATE APPROVED: