

NEW: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	CLERK EQUIPMENT/FOOD SAFETY NUTRITION SERVICES
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, through knowledge of the laws and regulations controlling Federal school meal programs and with Nutrition Services' departmental functions, policies and practices. Assists with the purchase of equipment, goods and services for the department complying with model procurement and Federal procurement laws. Provides customer service and guidance to school staff and vendors regarding information related to equipment procurement and food safety.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Checks analyzes, and classifies materials and makes accurate and complete postings to complex departmental records
- Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form
- Maintains, tracks data and prepares complex reports and analysis.
- Sets up and copies standard and complex tabulations
- Establishes and maintains files-and filing systems in accordance with departmental policies and procedures
- Performs clerical duties in the preparation and maintenance of purchase orders
- Assists with the purchase and distribution of equipment, supplies and services for the department complying with Model and Federal procurement laws
- Acts as receptionist or as a backup for such a position
- Maintains department equipment inventory data base
- Successfully software and operates computers, printers and other equipment as required
- Maintains monthly expense ledger relevant to equipment and food safety purchases and provides monthly and annual report to supervisor
- Conducts limited research of records for information relating to job function and creates customized or specialized data sets or reports to meet department needs
- Answers phone calls and responds to emails with accurate information based on District policy, state or federal guidelines
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
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Previous successful experience in office and clerical duties
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Experience with computer, word processing/file management functions, and complex spreadsheets and data sets

Effective communication skills

DESIRABLE QUALIFICATIONS

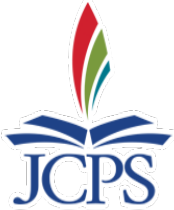
Ability to work in a team situation

Experience with Munis

Efficient time management

Training or education in business practices and skills
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Experience in diverse workplace



NEW: 07/01/2024 Submitted: 03/26/2024

JOB TITLE:	CLERK HUMAN CAPITAL NUTRITION SERVICES
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Provides a pleasant and welcoming Nutrition Service onboarding experience for new employees and substitutes. Works under the supervision of the Assistant Director SCNS and Coordinator of Human Capital to provide District and department required training for new hires. Assists substitute staff in filling daily employee vacancies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works with District Human Resource department to promote and hire Nutrition Services substitutes
- Corresponds with site-based staff and new hires to answer personnel questions relative to Federal school meal programs and staffing
- Prepares and provides new employee training materials and forms
- Conducts new employee training for the department and provides completed forms for employee set up in Nutrition Services' software
- Facilitates substitute placement for department programs
- Maintains substitute placement software data bases and provides summary reports on substitute placement to supervisor
- Records and files annual site-based Federal compliance review forms and department evaluations for site-based staff
- Establishes and maintains files and filing systems in accordance with departmental policies and procedures
- Successfully uses software and operates computers, printers and other equipment as required
- Answers phone calls and responds to emails with accurate information based on District policy, state or federal guidelines
- Word processes and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records; has unrestricted daily access to confidential nonpublic, information and material
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling, and arithmetic

Two (2) years successful experience in clerical functions

Experience with computer, transcription, and word processing/file management functions
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Effective communication skills

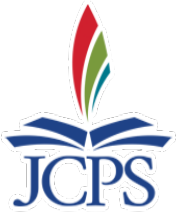
DESIRABLE QUALIFICATIONS

Ability to work in a team situation

Efficient time management

Training or education in business practices and skills
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Experience in diverse workplace



NEW: 07/01/2024 Submitted: 03/26/2024

JOB TITLE:	CLERK NUTRITION SERVICE CENTER
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Provides friendly, professional customer support for district site-based staff and vendors. Assumes responsibility for processing, preparing, cross checking orders for all site-based food and supplies. Responds to site-based staff and outside vendors to address problems with orders and deliveries. Assumes responsibility for assisting with inquiries both by computer and on the phone for all inventory questions. Works with Coordinator Special Dietary Needs on inquiries related to special diets. Provides specialized inventory and production software support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides technical assistance to external and internal customers using various District and department software
- Answers phone calls and responds to emails with accurate information related to products, orders and inventory
- Assists site-based staff with department policies and federal regulations related to production, service, and inventory, seeking supervisor instruction as needed
- Processes orders and resolves related issues as needed, by the designated deadline
- Establishes and maintains files and filing systems in accordance with departmental policies and procedures
- Open, sorts, distributes written and electronic communications, taking appropriate action in routine situations
- Acts as receptionist or as a backup for such a position
- Successfully uses software and operates computers, printers and other equipment as required
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

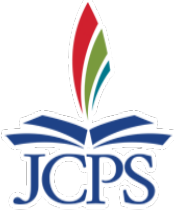
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
- Previous successful experience in office and clerical duties
- Proficient in word processing and general office procedures
- Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to work in a team situation
Efficient time management
Experience in K-12 food service
Experience in diverse workplace



NEW: 07/01/2024 Submitted: 03/26/2024

JOB TITLE:	CLERK PRODUCTION NUTRITION SERVICE CENTER
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Provides clerical support for all phases of Nutrition Service Center (NSC) production and manufacturing. Assists in central kitchen inventory management, food safety monitoring, and supplies ordering. Contacts approved vendors as needed to deal with issues regarding inventory, services, and supplies for production and manufacturing.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides technical assistance to external and internal customers using various District and department software
- Answers phone calls and responds to emails with accurate information related to products, orders and inventory
- Produces, tracks, maintains and issues accurate inventory information for production in departmental software
- Processes orders and resolves related issues as needed, by the designated deadline
- Establishes and maintains files and filing systems in accordance with departmental policies and procedures
- Audits and proofs reports for accuracy and creates monthly reports, summaries and recaps
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
- Previous successful experience in office and clerical duties
- Proficient in word processing other general office procedures
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Ability to work in a team situation
- Efficient time management
- Experience in diverse workplace



NEW: 07/01/2024 Submitted: 03/26/2024

JOB TITLE:	CLERK WAREHOUSE NUTRITION SERVICE CENTER
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for processing, routing, and cross-checking Nutrition Service Center warehouse orders for all site-based food, supplies and equipment. Maintains a high degree of accuracy and timeliness in inventory matters utilizing District and departmental inventory management software. Provides specialized inventory and production software support.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Provides technical assistance to external and internal customers using various District and department software
- Answers phone calls and responds to emails with accurate information related to products, orders and inventory
- Issues inventory in Nutrition Services inventory management software and posts to Munis to ensure general fund reimbursement; maintains high degree of accuracy and timeliness
- Expedites order and resolves related issues as needed
- Establishes and maintains files and filing systems in accordance with departmental policies and procedures
- Audits and proofs reports for accuracy and creates monthly reports, summaries and recaps
- Successfully uses software and operates computers, printers and other equipment as required
- Conducts limited research of records for information relating to job function
- Performs health services, if needed, for which training will be provided
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
- Previous successful experience in office and clerical duties
- Proficient in word processing and other general office procedures
- Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to work in a team situation
Efficient time management
Knowledge of computerized inventory control systems
Experience in diverse workplace



~~NEW~~ REVISED: Submitted:
 07/01/2019 ~~06/11/2019~~
 07/01/2024 03/26/2024

JOB TITLE:	INSPECTOR SAFETY COORDINATOR OCCUPATIONAL SAFETY
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 5 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8761
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides a safe and healthy environment for all JCPS students and staff.

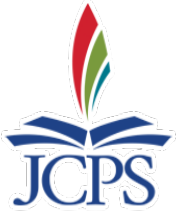
PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Inspects all JCPS facilities for fire, life safety, OSHA safety hazards/violations if needed or requested
Develops and delivers specialized safety training to JCPS employees
Supervises Cardiopulmonary Resuscitation and First Aid Training Program
Manages the OSHA 300 Injury and Illness Recordkeeping Program throughout all JCPS locations, and reviews all employee injuries
Manages the Laboratory Inspection Application and reviews monthly inspection data Chemical Hygiene and Science Laboratory Inspection programs
Manages the Accident Report Application and oversees the review of all student and visitor injuries.
Coordinates changes to the Safety Procedures Manual Application
Aids in the evaluation and selection of Personal Protective Equipment (PPE)
Revises and updates the existing JCPS Safety Programs and Facility Compliance Manual documents
Evaluates emergencies such as fires, tornados, adverse weather, floods, power outages, etc.
Documents safety/health hazards through written reports with measurements, photographs, etc.
Provides technical assistance to Assists other JCPS Departments, Principals, Directors, Safety Administrators, and employees as needed
Inspects JCPS construction projects for any safety and health hazards/violations When requested, helps contractors with safety and health concerns
Manages State Fire Marshall Inspection Program and associated correspondences and corrective actions
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing, and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.
This work is completed in an office and school based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree
Ability to interpret federal, state, and local health & safety codes as they apply to the local school district
Ability to interpret mechanical drawings and blueprints
Working knowledge of Industrial Chemicals; their use and methods of disposal
Effective communication skills
Valid driver's license

DESIRABLE QUALIFICATIONS
Completion of the Associate Safety Professional Core Examination of the Board of Certified Safety Professionals
Successful leadership and supervision experience
Experience in a diverse workplace



Revised: 07/01/2024
Submitted: 03/26/2024

JOB TITLE:	COORDINATOR OCCUPATIONAL SAFETY
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8761
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides a safe and healthy environment for all JCPS students and staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects all JCPS facilities for OSHA safety hazards/violations if needed or requested
Develops and delivers specialized safety training to JCPS employees
Supervises Cardiopulmonary Resuscitation and First Aid Training Program
Manages the OSHA 300 Injury and Illness Recordkeeping Program and reviews all employee injuries
Manages the Laboratory Inspection Application and reviews monthly inspection data
Manages the Accident Report Application and oversees the review of all student and visitor injuries.
Coordinates changes to the Safety Procedures Manual Application
Aids in the evaluation and selection of Personal Protective Equipment (PPE)
Revises and updates the existing JCPS Safety Programs and Facility Compliance Manual documents
Evaluates emergencies such as fires, tornados, adverse weather, floods, power outages, etc.
Documents safety/health hazards through written reports with measurements, photographs, etc.
Provides technical assistance to other JCPS Departments, Principals, Directors, Safety Administrators, and employees as needed
When requested, helps contractors with safety and health concerns
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in an office and school based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree
Ability to interpret federal, state, and local health & safety codes as they apply to the school district
Ability to interpret mechanical drawings and blueprints
Working knowledge of Industrial Chemicals; their use and methods of disposal
Effective communication skills
Valid driver's license

DESIRABLE QUALIFICATIONS

Completion of the Associate Safety Professional Core Examination of the Board of Certified Safety Professionals
Successful leadership and supervision experience
Experience in a diverse workplace



NEW:-REVISED:
07/01/2019
07/01/2024

SUBMITTED:
06/11/2019
03/26/2024

JOB TITLE:	COORDINATOR CHILD-AND-ADULT CARE FOOD PROGRAM, SUMMER FOOD SERVICE PROGRAM, AND FRESH FRUIT AND VEGETABLE SPECIAL PROGRAMS
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8103
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, monitoring, implementing, and reporting for ~~the~~ USDA Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Fresh Fruit and Vegetable Program (FFVP). Trains food service ~~managers/managing assistants site coordinators~~, assistants, and school personnel as necessary in the operation of the USDA CACFP/SFSP/FFVP. Monitors for compliance to program regulations. Consults with ~~Assistant Director~~ Executive Administrator SCNS to establish procedures, priorities, and processes. Recruits participants for all programs, conducts monitor and other applicable; develops and provides applicable resources for all programs. ~~Collects required documentation to consolidate meal counts for CACFP/SFSP claim reimbursement and necessary support documentation to support the FFVP expense reimbursement.~~ Assumes responsibility for submitting accurate and timely monthly program claims to the Kentucky Department of Education. Completes other required reports for each program and tracks and evaluates performance for each program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Trains and monitors food service employees, school personnel, and volunteers working with CACFP, SFSP, and FFVP in the areas required by USDA
- Determines monthly claim for CACFP and SFSP reimbursement
- Prepares monthly menu for FFVP and procures in accordance with federal, state, and local procurement regulations all food, supplies, and equipment related to FFVP
- Provides resources to schools to assist in the nutrition education requirement of the FFVP
- Assumes responsibility for working with school administrative staff to recruit new programs and make improvements to existing programs
- Maintains all records and completes all reports for CACFP, SFSP, and FFVP
- Develops, revises, and updates procedures for sites participating in CACFP/SFSP/FFVP
- Monitors costs associated with CACFP/SFSP/FFVP at each site to ensure fiscal responsibility within the programs
- Interacts with parents, students, food service employees, school personnel and volunteers on a regular basis to evaluate ways to improve programs
- Conducts compliance reviews as required by federal regulations and addresses issues and concerns
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- ~~Regular, predictable performance is required for all performance responsibilities~~
- ~~This position requires reporting to various worksites within JCPS based on caseload/programmatic assignments~~

PHYSICAL DEMANDS

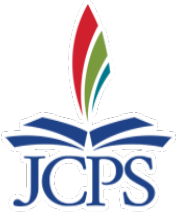
~~The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

This work is completed in an office, school-based and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., and pushing up to 50 lbs. Bending, climbing, crouching, feeling, grasping, reaching, standing, and walking are required frequently (up to 75% of the workweek). Hearing, repetitive motions, talking, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Three (3) years of experience in institutional food service program, or food, or nutrition related area
Kentucky Department of Education Certification as a Food Service Employee
Jefferson County Board of Health Sanitation Certification
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of policies and procedures of the school district
Past experience in the area of Child Nutrition Programs
Experience in a diverse workplace



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	COORDINATOR SPECIAL PROGRAMS
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8103
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes responsibility for planning, monitoring, implementing, and reporting for the USDA Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP), and Fresh Fruit and Vegetable Program (FFVP). Trains food service site coordinators, assistants, and school personnel as necessary in the operation of the USDA CACFP/SFSP/FFVP. Monitors for compliance to program regulations. Consults with Executive Administrator SCNS establish procedures, priorities, and processes. Recruits participants for all programs, conducts monitor and other applicable; develops and provides applicable resources for all programs. Assumes responsibility for submitting accurate and timely monthly program claims to the Kentucky Department of Education. Completes other required reports for each program and tracks and evaluates performance for each program.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Trains and monitors food service employees, school personnel, and volunteers working with CACFP, SFSP, and FFVP in the areas required by USDA
- Determines monthly claim for CACFP and SFSP reimbursement
- Prepares monthly menu for FFVP and procures in accordance with federal, state, and local procurement regulations all food, supplies, and equipment related to FFVP
- Provides resources to schools to assist in the nutrition education requirement of the FFVP
- Assumes responsibility for working with school administrative staff to recruit new programs and make improvements to existing programs
- Maintains all records and completes all reports for CACFP, SFSP, and FFVP
- Develops, revises, and updates procedures for sites participating in CACFP/SFSP/FFVP
- Monitors costs associated with CACFP/SFSP/FFVP at each site to ensure fiscal responsibility within the programs
- Interacts with parents, students, food service employees, school personnel and volunteers on a regular basis to evaluate ways to improve programs
- Conducts compliance reviews as required by federal regulations and addresses issues and concerns
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites within JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in an office, school-based and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., and pushing up to 50 lbs. Bending, climbing, crouching, feeling, grasping, reaching, standing, and walking are required frequently (up to 75% of the workweek). Hearing, repetitive motions, talking, and visual acuity are required constantly (up to 100% of the workweek).

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MINIMUM QUALIFICATIONS

Three (3) years of experience in institutional food service program, or food, or nutrition related area
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS

Knowledge of policies and procedures of the school district
Past experience in the area of Child Nutrition Programs
Louisville Metro Health Department Food Service Sanitation Certification
Experience in a diverse workplace



~~NEW:~~ REVISSED: SUBMITTED:
 07/17/2019 07/16/2019
 07/01/2024 03/26/2024

JOB TITLE:	COORDINATOR SUPERVISOR NUTRITION INITIATIVES
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8097
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Monitors administration of nutrition services programs in school and implements food service nutrition education/awareness/promotion/funding efforts in cooperation with JCPS instructional units-~~ Provides leadership in the development of creative assets for School and Community Nutrition Services including written materials, social media management and print and digital design. Seeks out, develops and administers grants related to healthy eating, food security, and child nutrition that support student wellness. Works with students, educators, administrators, schools and community partners on nutrition education, special events and wellness projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates the District's school food service public relations program in the education and general community by promoting interaction with parents, students, educators, community and business organizations, allied health groups and media ~~in professional~~
- Designs and develops nutrition education projects that meet state standards for student nutrition education to enhance the school food service program for expanded student nutritional understanding
- Identifies ~~and creates~~ merchandising ~~resources materials and mandatory signage that interpret nutritional standards from Federal, state and District policies~~ efforts that promote program nutritional standards, school meal awareness, and participation
- Ensures mandatory program signage is updated regularly to reflect current school meal requirements
- Coordinates and ~~P~~promotes involvement in nutrition programs and events, ~~education and services,~~ in a variety of ~~learning~~ environments (classroom, cafeteria, health fairs) for students, parents, and the community ~~involvement~~
- Seeks and administers grants related to wellness, food safety, food security, child nutrition, and maintains all reporting ~~Functions as resource for interpretation and dissemination of federal policy, state law and JCPS policy related to food, nutrition and wellness in the school environment~~
- ~~Coordinates-Facilitates~~ the KDE required wellness assessment for the District and ~~provides relevant training-analyzes and reports findings as required through the annual Nutrition and Physical Activity Report and public forum~~
- Actively participates as a member of the District Wellness Committee ~~Whole School, Whole Community, Whole Child Committee~~ and assumes the lead in maintaining and revising the USDA required district wellness policy to ensure that it meets the minimum USDA required standards
- Promotes interaction with students, parents, staff and the community that enhances the department's public relations program
- Manages the department website to ensure accurate and current information is available to district staff, students and parents
- Manages the department's social media and menu platforms and monitors and shares feedback
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- ~~Regular, predictable performance is required for all performance responsibilities~~
- ~~This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction~~

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations.~~

~~The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree in education ~~and/or~~, food management, ~~marketing or related field~~

Three (3) years successful instructional or management experience

Effective ~~written and oral~~ communication skills

DESIRABLE QUALIFICATIONS

~~Knowledge of school food service operations~~

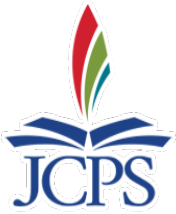
Experience in nutrition education programs

Knowledge of District programs and procedures

~~Experience in a diverse workplace~~

FOOTNOTE

~~This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.~~



REVISED: 03/26/2024 Submitted: 07/01/2024

JOB TITLE:	SUPERVISOR NUTRITION INITIATIVES
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8097
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides leadership in the development of creative assets for School and Community Nutrition Services including written materials, social media management and print and digital design. Seeks out, develops and administers grants related to healthy eating, food security, and child nutrition that support student wellness. Works with students, educators, administrators, schools and community partners on nutrition education, special events and wellness projects.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates the District’s school food service public relations program in the education and general community by promoting interaction with parents, students, educators, community and business organizations, allied health groups and media
- Designs and develops nutrition education projects that meet state standards for student nutrition education to enhance the school food service program for expanded student nutritional understanding
- Identifies and creates merchandising materials and efforts that promote program nutritional standards, school meal awareness, and participation
- Ensures mandatory program signage is updated regularly to reflect current school meal requirements
- Coordinates and promotes involvement in nutrition programs and events in a variety of environments (classroom, cafeteria, health fairs) for students, parents, and the community
- Seeks and administers grants related to wellness, food safety, food security, child nutrition, and maintains all reporting
- Facilitates the KDE required wellness assessment for the District and analyzes and reports findings as required through the annual Nutrition and Physical Activity Report and public forum
- Actively participates as a member of the District Wellness Committee and assumes the lead in maintaining and revising the USDA required district wellness policy to ensure that it meets the minimum USDA required standards
- Promotes interaction with students, parents, staff and the community that enhances the department’s public relations program
- Manages the department website to ensure accurate and current information is available to district staff, students and parents
- Manages the department’s social media and menu platforms and monitors and shares feedback
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending,

climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree in education, food management, marketing or related field

Three (3) years successful instructional or management experience

Effective written and oral communication skills

DESIRABLE QUALIFICATIONS

Knowledge of school food service operations

Experience in nutrition education programs

Knowledge of District programs and procedures

Experience in a diverse workplace



~~NEW:-REVISED:~~ Submitted:
~~07/01/2019-~~ ~~-6/11/2019~~
 07/01/2024 03/26/2024

JOB TITLE:	COORDINATOR SUPERVISOR RECORDS AND REPORTS
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8090
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Monitors school and department financial performance and operations under for the National School Lunch Act in the area of Food Service Accounting United States Department of Agriculture Child Nutrition Programs implemented by the department. Assumes R responsibility for submitting accurate and timely monthly program claims reimbursement summary reports listing the amount and type of meals served by school location to the State Kentucky Department of Education. In charge of Works with department administrators to create, compiling and monitoring and manage the annual budget for the School and Community Nutrition Services department and approving all transfer requests. Creates and maintains various financial reports to support department planning and efforts. Communicates with state and local personnel regarding financial accountability. Develops, maintains and administers the monthly, school by school Gain Loss reports and analyzes all program records.~~ Responsible for adherence to state and federal accounting requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Monitors full cost accounting, including applicable procedures, at the local school level
- Develops and administers in-service training programs applicable to Records and Reports, providing group and individual instruction
- Assumes responsibility for receiving, preparing, and submitting monthly ~~program claims a complete set of reports to state department and other reports as required by KDE~~
- Develops, maintains, and administers reports, and analyzes program records, to assess the fiscal soundness of the food service operation at ~~the District~~ and local school levels
- ~~Prepares and provides forecasts based on analyses of historic and current program data, and current market trends, to provide operational guidance to support program solvency~~
- Reviews and updates all accounting and financial procedures for the Food Service department as well as all applicable Records and ~~R~~Reports procedures to ensure compliance with ~~f~~Federal, state, and local regulations
- Formulates and manages federal and local program budget, making adjustments and transfers as necessary throughout the year based on current need
- Coordinates with ~~Finance and Operations Personnel~~, applicable JCPS departments, state department, and local schools regarding financial accountability of the ~~school lunch program child nutrition programs administered by the department~~
- ~~Works with the Executive Administrator and SCNS consultants to Monitors manage and adjust~~ the labor hours at each school location to assure compliance with ~~State Kentucky~~ Department of Education guidelines
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in~~

~~temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.~~

~~This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.~~

-
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's ~~D~~egree

Three (3) years of successful experience in bookkeeping or public accounting

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

C.P.A. (Certified Public Accountant) and/or Master's ~~D~~egree in ~~B~~usiness or related area

Three (3) years of successful experience in Bookkeeping Business Administration background

~~SNS Credential and/or SNA Level 3 Certificate~~

Experience in a diverse workplace

FOOTNOTE

~~This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.~~



REVISED:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	SUPERVISOR RECORDS AND REPORTS
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8090
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Monitors school and department financial performance and operations for the United States Department of Agriculture Child Nutrition Programs implemented by the department. Assumes responsibility for submitting accurate and timely monthly program claims to the Kentucky Department of Education. Works with department administrators to create monitor and manage the annual budget for the School and Community Nutrition Services department. Creates and maintains various financial reports to support department planning and efforts. Communicates with state and local personnel regarding financial accountability. Responsible for adherence to state and federal accounting requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Monitors full cost accounting, including applicable procedures, at the local school level
- Develops and administers in-service training programs applicable to Records and Reports, providing group and individual instruction
- Assumes responsibility for receiving, preparing, and submitting monthly program claims and other reports as required by KDE
- Develops, maintains, and administers reports, and analyzes program records, to assess the fiscal soundness of the food service operation at the District and local school levels
- Prepares and provides forecasts based on analyses of historic and current program data, and current market trends, to provide operational guidance to support program solvency
- Reviews and updates all accounting and financial procedures for the Food Service department as well as all applicable Records and Reports procedures to ensure compliance with Federal, state, and local regulations
- Formulates and manages federal and local program budget, making adjustments and transfers as necessary throughout the year based on current need
- Coordinates with applicable JCPS departments, state department, and local schools regarding financial accountability of the child nutrition programs administered by the department
- Works with the Executive Administrator and SCNS consultants to manage and adjust-the labor hours at each school location to assure compliance with Kentucky Department of Education guidelines
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required

occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of successful experience in bookkeeping or public accounting

Valid driver's license

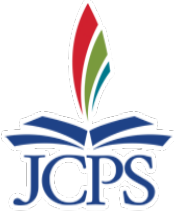
Effective communication skills

DESIRABLE QUALIFICATIONS

C.P.A. (Certified Public Accountant) and/or Master's degree in business or related area

Three (3) years of successful experience in Bookkeeping Business Administration background

Experience in a diverse workplace



NEW: Submitted:
07/01/2024 03/26/2024

JOB TITLE:	COORDINATOR SPECIAL DIETARY NEEDS
DIVISION:	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	II GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides direct support to the Coordinator of Menu Planning and Food Procurement in assigned areas of food service management. Processes special dietary needs requests and coordinates communication with school staff and parents to ensure student safety. Participates in a variety of data entry and other computer functions including allergen tracking, menus, and recipes. Teaches principles of food and nutrition to meet program requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works under the direction of Coordinator of Menu Planning and Food Procurement to adhere to the USDA requirements for Accommodating Special Dietary Needs and ensuring student safety
- Communicates with physicians' offices, school staff, and parents maintaining confidentiality under HIPAA and FERPA guidelines
- Processes Student Health Plan forms and communicates and/or clarifies special dietary needs information as needed
- Assists in entry of recipes, menus, allergens and special dietary needs information in software programs
- Implements therapeutic diet orders/plans by training Managers in food production and service for students with special dietary needs
- Assists in product specification development and uses available resources to procure items needed for special diets
- Assists in analysis of school menus; visits schools to assist with menu compliance and required dietary accommodations
- Assists the Coordinator of Menu Planning and Food Procurement in monitoring product quality
- Assists in cost controls as it relates to food and supplies
- Participates in culinary topics such as recipe development and testing of new products to improve school meals
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

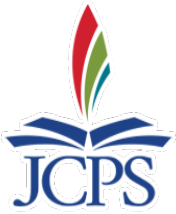
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Two (2) years Associates degree in Nutrition and Dietetics or equal program

Registered Dietetic Technician or Registered Dietitian credentialed by the Commission on Dietetic Registration (CDR)
Work experience to demonstrate organizational, communication, management, and interpersonal skills required to achieve the goals of the position
Demonstrated knowledge and understanding of sanitation, food safety, and food preparation
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Louisville Metro Department of Public Health and Wellness food safety certification.
Bachelor's Degree in Nutrition
Nutrition analysis software experience
SNA Level 3 Certificate or SNS Credential
Experience in a diverse workplace



~~NEW:~~ - REVISED:
07/01/2019
07/01/2024

Submitted:
07/16/2019
03/26/2024

JOB TITLE:	COORDINATOR SPECIALIST NUTRITION SERVICES OPERATIONS
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

~~Assumes~~ ~~Manages responsibility for~~ technology procurement, ~~implementation, setup,~~ maintenance and support for School and Community Nutrition Services, ~~in accordance with Federal procurement regulations and USDA program requirements.~~ ~~Assumes responsibility for~~ ~~Supervises~~ free/reduced meal application, direct certification and Educational Benefits Form processes to ensure compliance with federal ~~and state~~ requirements. ~~Provides leadership in planning, developing, delivering, evaluating, and tracking~~ ~~Plans and assesses the impact of~~ mandatory and optional professional growth/~~recognition~~ programs for the department. ~~Plans, organizes and implements employee recognition programs for the department.~~

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- ~~Directs, supervises and plans the work of the Nutrition Services Operations team as it relates to program eligibility, training and technical support functions~~
- ~~Assumes responsibility for sourcing, evaluating, maintaining, and monitoring software to ensure regulatory compliance and operating efficiency in relation to accounting, labor, free/reduced meal eligibility, point-of-sale, inventory, ordering and receiving, production records for Nutrition Services~~
- ~~Manages all aspects of the sourcing, specifications, procurement, installation, maintenance and support of department technology, networking, servers, hardware, software and peripherals~~
- ~~Supervises testing of all system functionality related to Nutrition Services; reports and tracks resolution; assists with recommendation of system upgrades and improved procedures and policies~~
- ~~Manages and supervises all aspects of eligibility determinations, notifications, system and process design and internal and State required reporting, Free and Reduced Price Meal Application process including design, distribution, application processing, Direct Certification identification, household notification, verification and data imports and exports~~
- ~~Serves as District FRAM Coordinator managing and supervising the Community Eligibility Provision program including form eligibility determinations, system and process design, distribution, processing, calculations, household and administrative communication, internal and State required reporting and imports/exports~~
- ~~Directs both required and supplemental training, development and Certification of School and Community Services staff based on continual comprehensive needs assessment and monitoring of overall program~~
- ~~Provides training, technical, procedural, consultation and other support to the Nutrition Services department and administrators~~
- ~~Develops and manages department awards and recognition programs that motivate and celebrate employee accomplishments~~
- ~~Observes activities at school cafeteria locations; provides coaching, ad hoc training, and corrective action~~
- ~~Ensures compliance with federal, state, and local regulations and guidance, and administrative procedures as related to area of assignment~~
- ~~Prepares nutrition service operations budget proposals and monitors expenditures~~
- ~~Evaluates staff as assigned~~
- ~~Performs other duties as assigned by supervisor~~
- ~~Completes all trainings and other compliance requirements as assigned and by the designated deadline~~
- ~~Regular, predictable performance is required for all performance responsibilities~~
- ~~This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction~~

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's Degree in education and/or food management and/or business management

Three (3) years of successful instructional or management experience

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in project management and/or business management

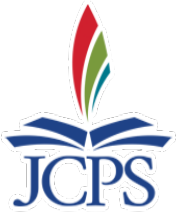
Knowledge of institutional food service operations

Knowledge of Jefferson County programs and procedures

Experience in a diverse workplace

Footnote

~~This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.~~



JOB TITLE:	SPECIALIST NUTRITION SERVICES OPERATIONS
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

REVISED: Submitted:
07/01/2024 03/26/2024

SCOPE OF RESPONSIBILITIES

Manages technology procurement, implementation, setup, maintenance and support for School and Community Nutrition Services, in accordance with Federal procurement regulations and USDA program requirements. Assumes responsibility for free/reduced meal application, direct certification and Educational Benefits Form processes to ensure compliance with federal and state requirements. Provides leadership in planning, developing, delivering, evaluating, and tracking mandatory and optional professional growth programs for the department. Plans, organizes and implements employee recognition programs for the department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Directs, supervises and plans the work of the Nutrition Services Operations team as it relates to program eligibility, training and technical support functions
- Assumes responsibility for sourcing, evaluating, maintaining, and monitoring software to ensure regulatory compliance and operating efficiency for Nutrition Services
- Manages all aspects of the sourcing, installation, maintenance and support of department technology, networking, servers, hardware, software and peripherals
- Supervises testing of all system functionality related to Nutrition Services; reports and tracks resolution; assists with recommendation of system upgrades and improved procedures and policies
- Manages and supervises all aspects of eligibility determinations, notifications, system and process design and internal and State required reporting, and data imports and exports
- Serves as District FRAM Coordinator managing and supervising the Community Eligibility Provision program including eligibility determinations, system and process design, household and administrative communication, internal and State required reporting and imports/exports
- Directs both required and supplemental training, development and Certification of School and Community Services staff based on continual comprehensive needs assessment and monitoring of overall program
- Provides training, technical, procedural, consultation and other support to the Nutrition Services department and administrators
- Develops and manages department awards and recognition programs that motivate and celebrate employee accomplishments
- Observes activities at school cafeteria locations; provides coaching, ad hoc training, and corrective action
- Ensures compliance with federal, state, and local regulations and guidance, and administrative procedures as related to area of assignment
- Prepares nutrition service operations budget proposals and monitors expenditures
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

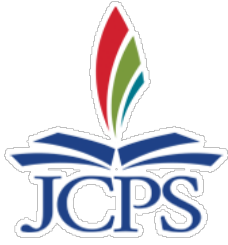
This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working

on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's Degree in education and/or food management and/or business management
Three (3) years of successful instructional or management experience
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in project management and/or business management
Knowledge of institutional food service operations
Knowledge of Jefferson County programs and procedures
Experience in a diverse workplace



NEW Revised
07/01/2019
07/01/2024

Submitted:
06/11/2019
03/26/2024

JOB TITLE:	CUSTODIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 2
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8592
BARGAINING UNIT:	CLAH

SCOPE OF RESPONSIBILITIES

Provides efficient, quality cleaning (~~housekeeping~~) and other Facilities Management tasks for District buildings following established practices, standards and methods under the direction of the supervisor.

**PERFORMANCE RESPONSIBILITIES & EVALUATION
CRITERIA**

- Cleans offices, classrooms, restrooms, corridors, windows, and walls as required by assignment
- Operates electric sweepers, floor machines, wet/dry vacuums, etc.
- Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products
- Assumes responsibility for daily walk through grounds to ensure safe and healthy environment for students and staff
- Cooperates and works closely with lead custodian (where assigned)
- Performs all work in accordance with established standards, methods and practices
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by the appropriate supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

~~The work is performed while standing or walking. 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 activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.~~

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Ability to perform basic commercial cleaning (**housekeeping**) tasks in schools and office buildings

Ability to use/operate commercial cleaning equipment

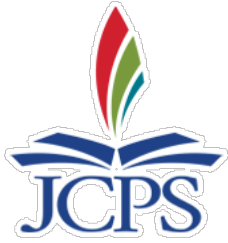
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

Footnote

This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.



REVISED: 07/01/2024
 Submitted: 03/26/2024

JOB TITLE:	CUSTODIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 2
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8592
BARGAINING UNIT:	CLAH

SCOPE OF RESPONSIBILITIES

Provides efficient, quality cleaning and other Facilities Management tasks for District buildings following established practices, standards and methods under the direction of the supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Cleans offices, classrooms, restrooms, corridors, windows, and walls as required by assignment
- Operates electric sweepers, floor machines, wet/dry vacuums, etc.
- Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products
- Assumes responsibility for daily walk through grounds to ensure safe and healthy environment for students and staff
- Cooperates and works closely with lead custodian (where assigned)
- Performs all work in accordance with established standards, methods and practices
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by the appropriate supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

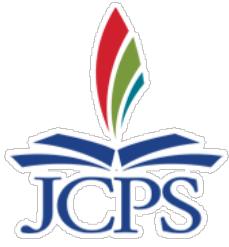
- High School Diploma or G.E.D.
- Ability to perform basic commercial cleaning tasks in schools and office buildings
- Ability to use/operate commercial cleaning equipment
- Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

Footnote

This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.



NEW:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	DRIVER NUTRITION SERVICE CENTER
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8830
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides system wide service to support all USDA Child Nutrition Programs operated by district. Responsible for unloading, loading, delivery, transfer, and placement of food, supplies, and equipment. Assumes responsibility for safe transport of food and supplies following Hazard Analysis Critical Control Point protocols, maintaining sanitary and controlled conditions throughout transit, loading, and unloading. Performs corrective actions as directed.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains driver level cleaning and maintenance on assigned vehicle to ensure safe operation of vehicle, safe temperature, and sanitation of transported food items.
- Delivers mail, food, supplies, and equipment to USDA Child Nutrition Program sites operated by the District
- Loads and unloads incoming and outgoing freight
- Places food, supplies, and equipment in specified areas in the schools maintaining appropriate temperatures and following Standard Operating Procedures, taking corrective actions as needed.
- Assists in all forms of warehouse operation: receiving, storage, stock issue, and maintenance of inventory
- Ensures that all food and supply deliveries are completed on time to meet scheduled school needs.
- Provides positive customer service to all district stakeholders. Interactions may involve solving food quality, delivery, or food safety issues
- Is on call to support district emergencies and other critical functions to maintain continuity of services to students per appropriate contractual agreements
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

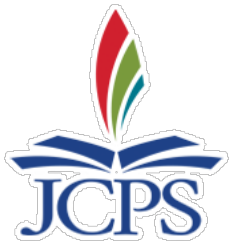
PHYSICAL DEMANDS

This work is completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, crawling, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Bending, crouching, feeling, grasping, hearing, kneeling and talking are required frequently (up to 75% of the workweek). Driving, reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Valid commercial driver's license
Previous successful experience as a qualified truck driver
Effective communication skills

DESIRABLE QUALIFICATIONS
Some warehousing experience
Knowledge of Board policies
Knowledge of unit, department and school locations
Ability to operate a forklift
Experience in a diverse workplace



NEW: Revised:
07/01/2019
07/01/2024

Submitted:
06/11/2019
03/26/2024

JOB TITLE:	FOREMAN HOUSEKEEPING SERVICES COORDINATOR FACILITY MANAGEMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5-6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8180
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Manages and supervises all aspects of Facility Management in an assigned area, providing on-site support, training and technical assistance to ~~site-based employees (Plant Operators, Plant Operator Trainees, Team Leads, Facility Management Assistant, Custodians, Substitute and Temporary Employees)~~ as necessary in all areas of Facility Management. Ensures site-based employees are customer service oriented; buildings are safe, clean and healthy. Responsible for safety and compliance with industry standards that is suitable for students and staff. Responsible for completion and follow-up of routine inspections; communicates important program information to all stakeholders and assists in the development of instructional and informational materials related to the area of assignment. Collaborates with Human Resources regarding services related to recruitment, interviews, hiring and payroll. Communicates with Employee Relations regarding ~~site-based~~ employee evaluation processes and assists with due process procedures. ~~Manages and supervises Plant Operators and custodians to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff.~~ Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard

Assists with development and execution of professional training programs, including ~~custodial~~ in-service and seminars for ~~housekeeping area supervisors~~, plant operators, plant operator trainees, night leads, custodians, ~~and substitute custodians~~ and temporary employees. Organizes and trains ~~site-based~~ personnel in floor care, equipment and technology to improve skills, knowledge and improve work efficiency

Manages and supervises ~~Housekeeping area supervisors Plant Operators, Plant Operator Trainees, Custodians, Substitute and Temporary Employees.~~ Evaluates their work performance and initiates due process procedures as necessary

Communicates important information to ~~site-based~~ employees in a timely manner to ensure safety and efficiency of operations

~~Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment. Assists Plant Operators in ordering needed supplies as well as monitoring inventory and budgets~~

~~Informs the administrative staff in the department of the inspection status of each location visited and evaluated~~

~~Interviews and hires Facility Management site-based employees in assigned area. in a timely manner to ensure efficiency of operations~~

~~Assists with the production of professional training films, instructional programs, and preparation of the written housekeeping manual~~

Assists with supervision of plant operator trainees and substitute custodians, evaluates their work performance, and initiates disciplinary action as necessary
Participates in the interview process to screen and select quality applicants for entry level housekeeping positions
Monitors chemical safety practices in all schools and makes recommendations for improvement
Collaborates with Human Resources, Employee Relations, and Facility Management administrators to address employee performance and other issues in accordance with district requirements
Attends construction meetings to ensure buildings under construction. have the necessary support for a successful transition for the first day of school
Provides support for building emergencies (Floods, National Disasters, Inclement Weather, etc.) to ensure buildings are safe for students and staff
Reviews and advises Plant Operators and Plant Operator Trainees Employees in assigned area on efficient procedures for safety, cleanliness, supply storage, use of equipment, equipment inventory, improved efficiency, and scheduling of work assignment for the most optimum use of assigned labor
Responsible for night operations; assigning team leads, housekeeping assistant, substitute and temporary employees to ensure district needs are met
Assists with enforcement of safety policies and procedures
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull lightweights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Three (3) years successful experience in housekeeping practices and procedures or other equivalent experience
Valid driver's license
Effective communication skills

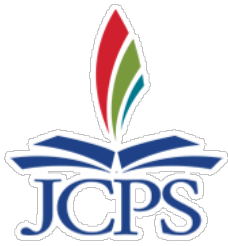
DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel
Bachelor's degree Completion of (2) years of college work in Management

Knowledge of a variety of housekeeping supplies, materials, chemical safety and equipment as well as industry standards

Experience in a diverse work place

Ability to communicate with multi-lingual employees



Revised: 07/01/2024
Submitted: 03/26/2024

JOB TITLE:	COORDINATOR FACILITY MANAGEMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8180
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Manages and supervises all aspects of Facility Management in an assigned area, providing on-site support, training and technical assistance to site-based employees (Plant Operators, Plant Operator Trainees, Team Leads, Facility Management Assistant, Custodians, Substitute and Temporary Employees) as necessary in all areas of Facility Management. Ensures site-based employees are customer service oriented; buildings are safe, clean and healthy. Responsible for safety and compliance with industry standards that is suitable for students and staff. Responsible for completion and follow-up of routine inspections; communicates important program information to all stakeholders and assists in the development of instructional and informational materials related to the area of assignment. Collaborates with Human Resources regarding services related to recruitment, interviews, hiring and payroll. Communicates with Employee Relations regarding site-based employee evaluation processes and assists with due process procedures. Ensures all building level maintenance tasks are completed according to JCPS procedures.

**PERFORMANCE RESPONSIBILITIES & EVALUATION
CRITERIA**

- Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
- Assists with development and execution of professional training programs, including in-service and seminars for plant operators, plant operator trainees, night leads, custodians, substitute and temporary employees. Organizes and trains site-based personnel in floor care, equipment and technology to improve skills, knowledge and improve work efficiency
- Manages and supervises Plant Operators, Plant Operator Trainees, Custodians, Substitute and Temporary Employees. Evaluates their work performance and initiates due process procedures as necessary
- Communicates important information to site-based employees in a timely manner to ensure safety and efficiency of operations
- Assists Plant Operators in ordering needed supplies as well as monitoring inventory and budgets
- Informs the administrative staff in the department of the inspection status of each location visited and evaluated
- Interviews and hires Facility Management site-based employees in a timely manner to ensure efficiency of operations
- Monitors chemical safety practices in all schools and makes recommendations for improvement
- Collaborates with Human Resources, Employee Relations, and Facility Management administrators to address employee performance and other issues in accordance with district requirements
- Attends construction meetings to ensure buildings have the necessary support for a successful transition for the first day of school
- Provides support for building emergencies (Floods, National Disasters, Inclement Weather, etc.) to ensure buildings are safe for students and staff
- Reviews and advises Plant Operators and Plant Operator Trainees on efficient procedures for safety, cleanliness, supply storage, use of equipment, equipment inventory, improved efficiency, and scheduling of work assignment for the most optimum use of assigned labor

Responsible for operations; assigning team leads, housekeeping assistant, substitute and temporary employees to ensure district needs are met
Assists with enforcement of safety policies and procedures
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

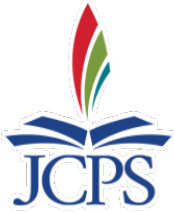
The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Three (3) years successful experience in housekeeping practices and procedures or other equivalent experience
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel
Completion of (2) years of college work in Management
Knowledge of a variety of housekeeping supplies, chemical safety and equipment as well as industry standards
Experience in a diverse work place
Ability to communicate with multi-lingual employees



NEW:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	Director Operations Leadership and Procedural Development
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Organizes, plans, directs, and supports the Operations division leadership development programs and coordinates the analysis, drafting, and continual appraisal of operational procedures for system-wide improvement. This position collaborates with all operations division departments to plan, implement and monitor the effectiveness of professional learning sessions, key performance indicators, development of process/ procedures, standard operating procedures, collective bargaining contract training, monitoring leadership retention within operations

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates the leadership development programs designed to increase capacity for improved service delivery for schools
- Integrates policy, formulates, and recommends program goals, objectives, and key performance indicators as appropriate
- Provides effective leadership in planning and implementing programs that align to industry best practice in labor relations
- Stays abreast of the current research on leadership development and professional learning for operations services
- Collaborates with internal and external partners to ensure program goals are met
- Monitors and tracks the progress of operations key performance indicators for the Chief Operations Officer in the divisions of: property maintenance, safety, transportation, nutrition, and housekeeping services
- Coordinates and maintains the record keeping and reporting of professional development for operations leadership personnel
- Provides input for identifying and defining the present and future training needs by assisting with coordinating and conducting needs analysis
- Works with department heads to identify suitable benchmarking opportunities for improved productivity, efficiency and quality
- Prepares reports and recommendations for the Chief Operations Officer as assigned
- Contributes to and supports an operational culture of continuous improvement of quality and efficiency of services
- Responsible for cost-effective and timely implementation of projects as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

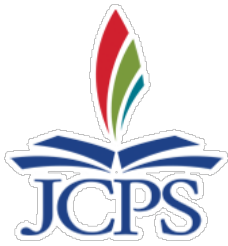
The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations. This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Five (5) years of successful administrative experience
- Experience delivering and planning professional learning
- Project Management experience
- Demonstrated leadership ability within diverse groups
- Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree or equivalent years' experience
Experience in diverse workplace



REVISED: 07/01/2024
Submitted: 03/26/2024

JOB TITLE:	LEAD CUSTODIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8586
BARGAINING UNIT:	CLAH

SCOPE OF RESPONSIBILITIES

Provides and oversees business-like cleaning operations for offices/buildings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Leads the custodians in their performance of routine and assigned work
- Implements approved cleaning methods, standards, and schedules
- Assures efficient quality results
- Provides after hours building security (setting of alarm system, lock doors windows, etc.)
- Performs assigned cleaning tasks
- Assists with non-routine Facility Management tasks including custodial duties
- Recommends personnel action with regard to custodians when necessary
- Implements severe cold weather procedures and performs required building checks
- Performs preventative maintenance tasks
- Ensures the removal of snow and weeds from sidewalks and steps
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- One (1) year of current experience as a custodian
- Recommendation of immediate supervisor, Principal or school center head

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in leading employees

Experience as a custodian in a school environment

Experience in a diverse workplace

Experience working with multi-lingual employees



~~NEW REVISED:~~ Submitted:
~~07/01/2019~~ 06/11/2019
 07/01/2024 03/26/2024

JOB TITLE:	LEAD TECHNICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8368
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assists the supervisor in planning, organizing and coordinating assigned maintenance activities. Performs maintenance of all steam, hot and chilled water piping, ~~re-tubing boilers, steam kettles and variable pitch fans and HVAC equipment~~ for all cost centers in the school District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists supervisor in planning, organizing and scheduling HVAC activities
- Provides direction and guidance while performing maintenance assignments
- Assures safety precautions are observed in and around work area and that all HVAC equipment is operating in an efficient and safe manner
- Maintains all pressure vessels (water heaters and boilers) and associated piping and controls
- Maintains, repairs and replaces gas, ~~gas/oil or oil~~ fired burners
- Maintains, repairs and replaces all electrical/electronic components of heating and air conditioning systems
- Maintains, repairs and replaces all chillers and associated piping and controls
- Maintains, repairs and replaces all rooftop, central air conditioning units, heat pumps and window type units
- ~~Maintains, repairs and replaces pumps, hydronic leaks and mini-splits~~
- Maintains accurate **digital** work orders reflecting time and materials used, as well as ensuring accuracy of technicians' work orders
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor/~~foreman~~
- Regular, predictable performance is required for all performance responsibilities**
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments**

PHYSICAL DEMANDS

~~The work is performed while standing or walking. 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 heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.~~

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High school diploma or G.E.D.

Completed an apprenticeship or equivalent training

~~Five (5) years of experience as a welder or pipe fitter~~

Valid Kentucky ~~HVAC Master Contractor and~~ Journeyman HVAC Mechanic Licenses

~~Refrigerant handling certification~~

Complete and thorough understanding of mechanical systems

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience with ~~centrifugal refrigerant machines~~ supervising or overseeing projects

~~Refrigerant handling certification – Type I, II, Universal~~

Knowledge of state and local heating codes

~~Experience in HVAC Digital Controls~~

~~State Boilers license/HVAC Master Contractor License~~

Experience in a diverse workplace



REVISED:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	LEAD TECHNICIAN
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 13
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8368
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assists the supervisor in planning, organizing and coordinating assigned maintenance activities. Performs maintenance of all steam, hot and chilled water piping, and HVAC equipment for all cost centers in the school District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assists supervisor in planning, organizing and scheduling HVAC activities
- Provides direction and guidance while performing maintenance assignments
- Assures safety precautions are observed in and around work area and that all HVAC equipment is operating in an efficient and safe manner
- Maintains all pressure vessels (water heaters and boilers) and associated piping and controls
- Maintains, repairs and replaces gas fired burners
- Maintains, repairs and replaces all electrical/electronic components of heating and air conditioning systems
- Maintains, repairs and replaces all chillers and associated piping and controls
- Maintains, repairs and replaces all rooftop, central air conditioning units, heat pumps and window type units
- Maintains, repairs and replaces pumps, hydronic leaks and mini-splits
- Maintains accurate digital work orders reflecting time and materials used, as well as ensuring accuracy of technicians' work orders
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor/foreman
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

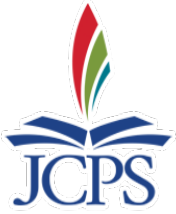
PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High school diploma or G.E.D.
Completed an apprenticeship or equivalent training
Valid Kentucky Journeyman HVAC Mechanic Licenses
Complete and thorough understanding of mechanical systems
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Experience with supervising or overseeing projects
Refrigerant handling certification – Type I, II, Universal
Knowledge of state and local heating codes
Experience in HVAC Digital Controls
State Boilers license/HVAC Master Contractor License
Experience in a diverse workplace



NEW:
Submitted:
07/01/2024
03/26/2024

JOB TITLE:	CLERK NUTRITION SERVICES MEAL PROMOTION
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IA, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Utilizes graphics/design computer software to communicate USDA requirements for promotion of school meal programs through the design of a wide variety of documents produced under tight deadlines; consults and works closely with supervisor to determine design and printing needs that follow USDA and State nutrition guidelines; produces accurate, high-quality documents; responsible for ordering and sending all promotional materials, mandatory signage, and other items for serving lines out to all JCPS kitchens. Assumes responsibility for maintaining current and accurate information about nutrition services on the District website, in consultation with supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Utilizes the computer and graphics software packages to create visually pleasing designs for various documents

Communicates with supervisor regarding jobs to ensure satisfaction, accuracy of designs, and guidelines are met for school nutrition

Learns new software as needed to widen the scope of graphics capabilities; initiates new design techniques

Understands all proofreader's marks to make accurate revisions of documents utilizing software's text editing functions

Consults with supervisor regarding design/printing needs and develops appropriate production plans based on budgets and time restraints

Ensures that jobs are finished accurately and on time, coordinating work with supervisor

Communicates and assists in writing printing specifications, collecting estimates, and coordinating the printing of jobs that will be procured with Materials Production or outside vendors as needed

Researches all promotional materials, mandatory signage options, and décor for purchase

Orders and enters requisitions in MUNIS for all merchandise and promotional items for Nutrition Initiatives and conducts receiving of goods in MUNIS and ensures Accounts Payable have what they need to process payment

Maintains monthly budget reports and provides them to supervisor

Collates, packs, and ships all promotional materials, signage, and décor to all kitchens

Establishes and maintains files and filing systems in accordance with departmental policies and procedures

Provides assistance to site coordinators as needed and requested

Ensures information in SCNS section of District website is current and accurate

Completes all district trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

A high school diploma/GED with 2 years of experience in graphics design or Associate degree or certificate in graphic design.

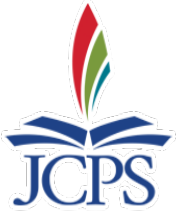
Effective communication skills

DESIRABLE QUALIFICATIONS

Previous experience with and knowledge of USDA Meal Programs

Working knowledge of design principles

Experience in a diverse workplace



REVISED:
 Submitted:
 07/01/2020
 06/23/2020
 07/01/2024
 03/26/2024

JOB TITLE:	PLANT OPERATOR II (SUPERVISES 4 OR MORE)
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II-3
WORK YEAR:	260 DAYS AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8580
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with ~~the housekeeping~~ Facility Management staff in custodial functions and preventative maintenance. Supervisors four (4) or more custodial staff

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and organizes the work of the ~~housekeeping~~ Facility Management staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning
- Implements the established cleaning standards and methods using approved products and equipment
- Conducts preventative maintenance program (minor maintenance) of facilities and grounds; arranges for maintenance beyond capabilities
- Evaluates, recommends promotion, ~~transfers~~ and disciplinary actions of custodial staff in cooperation with the ~~Principal/building manager-immediate supervisor~~
- Observes established severe weather procedures and performs building checks
- Ensures proper maintenance of the grounds to include snow and weed removal from sidewalks and steps
- Maintains an inventory of custodial supplies and equipment, reordering as necessary
- Schedules custodial services as necessary for extra-curricular (after hours) activities
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

~~The work is performed while standing or walking. 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.~~

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the

workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Recommendation of ~~Principal or school center head~~ Building Administrator or Area Foreman

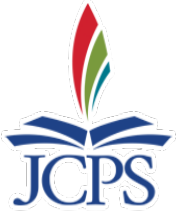
Successful experience in custodial practices and procedures or other equivalent experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

Successful completion of ~~J~~CPS plant operator assessment and/or training program



Revised:
Submitted:
07/01/2024
03/26/2024

JOB TITLE:	PLANT OPERATOR II (SUPERVISES 4 OR MORE)
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II-3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8580
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with Facility Management staff in custodial functions and preventative maintenance. Supervisors four (4) or more custodial staff

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and organizes the work of the Facility Management staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning

Implements the established cleaning standards and methods using approved products and equipment

Conducts preventative maintenance program (minor maintenance) of facilities and grounds; arranges for maintenance beyond capabilities

Evaluates, recommends promotion, and disciplinary actions of custodial staff in cooperation with the immediate supervisor

Observes established severe weather procedures and performs building checks

Ensures proper maintenance of the grounds to include snow and weed removal from sidewalks and steps

Maintains an inventory of custodial supplies and equipment, reordering as necessary

Schedules custodial services as necessary for extra-curricular (after hours) activities

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

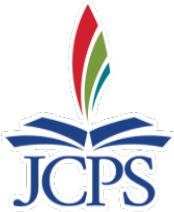
High School Diploma or G.E.D.

Recommendation of Building Administrator or Area Foreman

Successful experience in custodial practices and procedures or other equivalent experience

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Successful completion of plant operator assessment and/or training program



NEW: 07/01/2024
 SUBMITTED: 03/26/2024

JOB TITLE:	TECHNICIAN NUTRITION SERVICES OPERATIONS
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	1A, GRADE 10
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8550
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Provides technical support and training of end users on and off-site. Monitors, analyzes, updates and maintains technical processes, training, coding, data and usage to identify and correct issues. Responsible for accurately and efficiently completing all phases of student/household eligibility determinations, processing and reporting by the required deadlines. Provides customer service and guidance to households and school staff regarding eligibility, account related questions and technical assistance. Assists with trainings and meetings. Works under general supervision using a wide range of procedures. Performs advanced microcomputer work requiring application of various complex work methods and procedures. Requires a thorough knowledge and application of federal and state laws and regulations that govern the tasks performed and departmental functions, policies and practices.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Effectively, professionally, and respectfully represents the department to households, school staff and other teams, works cooperatively with peers to deliver excellent customer service
Operates successfully the computer hardware, software/apps and other equipment used by unit personnel
Maintains scheduling and in-service records and other databases required for department training and projects; Tracks, monitors and reports training progress and compliance
Assumes responsibility for maintaining and updating department equipment and training facilities; Maintains accurate inventory and maintenance records of department equipment
Provides technical support; Resolves the customer's issue and diligently engages in self-directed research and troubleshooting to resolve technical issues; works closely with other customer support team members and engages other internal or external technical service groups when necessary; Utilizes ticketing system to document and escalate technical issues
Sets up, monitors, verifies and updates data imports, exports, reporting, and tasks; assumes responsibility for recognizing and reporting errors and performing or providing guidance for corrections
Creates forms, training manuals, videos, processes and other materials related to the efficient operation of the unit/system ensuring compliance with State, Federal and District policies, regulations and procedures
Trains end users in specific applications; assists department with training events and meeting set-up, support and documentation
Assists with the successful completion of special projects assigned to the unit/system
Supports the staff in the district-wide evaluation, set-up, updating and coding of software/apps; Monitors program and personnel changes and updates systems and permissions promptly
Reviews all eligibility benefits forms and associated lists for complete and accurate information; classifies and processes data with great accuracy and efficiency following District, State and Federal guidance, policies, laws and regulations; assumes responsibility for the resolution to errors and exceptions
Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form. Assists with preparing, maintaining and updating data/information
Prepares and sends forms, notifications and correspondence to households and district staff and provides necessary follow-up. Fields calls and answers inquiries on said communication with professionalism, confidentiality and excellent customer service.
Establishes, maintains and services files in accordance with departmental policies and procedures; retrieves and forwards information as required; prepares related indices and cross references
Completes in-depth research to verify households, reported income and eligibility determinations, and cafeteria

transactions; completes required processes and adjustments
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs the duties as assigned by the supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

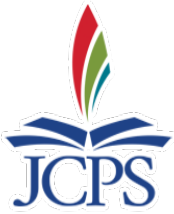
<p>This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.</p> <p>This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).</p>
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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic
Three (3) years of successful experience with word processing, information processing, data entry or microcomputers
Three (3) years of experience manipulating large datasets using SQL, Excel, Sheets, Access, or other programs
Two (2) years of experience assisting users in the appropriate operation of computers and/or software
Availability to work flexible hours
Demonstrated ability to maintain accurate records and meet established deadlines
Effective communication skills and ability to work with various role groups
Efficient time management
Valid driver's license

DESIRABLE QUALIFICATIONS

Two (2) years' experience in a customer service or service desk setting
Associate degree, or above, in Computer Science and Electronics, Business or a related field
Application support experience and computer hardware and software troubleshooting experience
Mechanical dexterity and aptitude to maintain operation of equipment
Experience in preparing training manuals, materials, workbook and/or videos
Bilingual (English/Spanish) in oral and written communication
Experience in a diverse workplace



NEW: 07/01/2024 Submitted: 03/26/2024

JOB TITLE:	SPECIALIST MENU PLANNING AND FOOD PROCUREMENT
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Plans, develops, and analyzes menus for school meal programs in accordance with applicable federal, state and local requirements. Administers department’s food procurement program including USDA Foods, purchased foods and supplies and assures compliance with applicable local, state and federal procurement regulations. Effectively manages relationships with students, staff, parents and vendors to assure program acceptance. Manages multiple software programs related to menus, recipes, nutritional analysis, and inventory. Develops and provides training for department staff on nutrition related topics and software. Supervises the processing of special dietary needs forms to ensure accommodations are made within Federal guidelines.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans cost effective and acceptable menus in compliance with USDA meal patterns and applicable regulations
- Communicates with school site managers, food suppliers and manufacturers to assess product quality and acceptability of foods and menus
- Maintains data metrics related to menus, product usage, allergies, costs, and other key performance indicators
- Utilizes software to analyze all recipes and menus to ensure menus are in compliance with all USDA meal requirements; makes nutrition information available to the public
- Manages and trains staff on software programs applicable to special dietary needs, menu planning, order processing, inventory, and food production
- Collaborates with other department administrators to create Districtwide promotions in an effort to increase meal participation and to assure local foods are included on menus to help promote Farm to School efforts
- Supervises the purchasing of proper types and quantities of food and supplies to meet program needs and ensures compliance with Federal procurement requirements and the Model Procurement Code
- Supervises the processing of Student Health Plans/forms for students with food related disabilities and allergies; works with Coordinator of Special Dietary Needs to plan special menus for students with severe food allergies or disabilities
- Supervises site-based order processing and communicates substitutions when needed
- Acts as Kentucky Department of Agriculture liaison for receipt and distribution of USDA Foods
- Formulates and maintains product specifications for all foods and supplies used in the program
- Prepares and evaluates bids and distributes updates on bid information
- Works closely with warehouse personnel to coordinate product warehousing, including continual evaluation of the process and stock levels
- Maintains software programs applicable to food and supplies procured
- Supervises operation of Nutrition Service Center in the absence of the Assistant Director Nutrition Service Center
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from

weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree in Nutrition, Food Management, Dietetics or Business

Three (3) years successful managerial experience in institutional food service programs

Pursuant to KRS 158.852 Possess or obtain Level 2 Certificate through the School Nutrition Association within three (3) years of hire

Effective communication skills

Valid driver's license

DESIRABLE QUALIFICATIONS

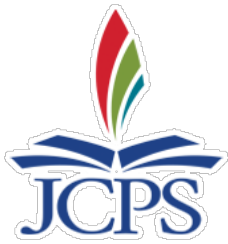
Master's degree in Nutrition, Food Management, Dietetics or Business

Registered Dietitian credentialed by the Commission on Dietetic Registration (CDR)

Knowledge of policies and procedures of the school district

Administrative experience related to school nutrition

Experience in a diverse workplace



JOB TITLE:	OPERATOR NUTRITION I
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAG

NEW: 07/01/2024 Submitted: 03/26/2024

SCOPE OF RESPONSIBILITIES

Under the direction of the designated supervisor is responsible for preparation, processes, packaging, storing, and loading of production food items. May be assigned to work in any of several production areas including Bakery, Cook Chill, Packaging and Assembly and Warewash

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Cooperates with supervisor and fellow team members to ensure maximum efficiency of food production
- Maintains the highest safety, sanitation, and personal hygiene standards
- Constantly monitors the appearance of the product and takes the necessary corrective actions to maintain it within specifications
- Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and safe use of equipment, food storage, and proper sanitation procedures
- Complies with Good Manufacturing Practices, Hazard Analysis and Critical Control Points procedures and monitoring processes and Sanitation Standard Operating Procedures (SSOP)s
- Reads and interprets recipes, weighs and measures ingredients, does basic mathematical calculations
- Operates a wide variety of commercial packaging, material handling, and production equipment under supervision
- Assists in training of team members in Standard Operation procedures and job specific duties as requested
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in a production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Strong oral and written communication skills
- Strong basic math skills

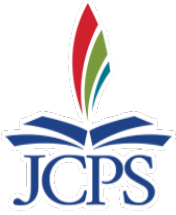
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in food manufacturing setting
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Jefferson Co. Kentucky or nationally recognized food handler certification
--

Experience in a diverse workplace



NEW: Revised: Submitted:
 07/01/2019 06/11/2019
 07/01/2024 03/26/2024

JOB TITLE:	COORDINATOR SPECIALIST EQUIPMENT PROCUREMENT AND FOOD SAFETY
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8084
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for identifying food service equipment needs to promote maximum quality, efficiency, and productivity. Conducts equipment procurement in compliance with Model Procurement and Federal procurement requirements. Assures vendor compliance with bid specifications; establishes and supervises procedures for repair, replacement and disposal of food service equipment. Assumes responsibility for the department's food safety program, ensuring compliance with federal school meal program food safety requirements (HACCP plan) and the Kentucky State Food Code. Establishes food service emergency response procedures and oversees response efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Determines equipment and supply needs of all SCNS kitchen sites including an on-going, projection of equipment repairs and replacements; identifies and coordinates scheduling for such replacements/repairs and installations
- Assumes responsibility for purchasing large and small equipment through formulation of specifications, appropriate equipment testing, evaluation of bids, and awarding of bids in compliance with model procurement code, federal procurement requirements, and all associated account and billing procedures
- Assumes responsibility for designing kitchen layouts, for new and remodeled kitchens, with consideration to time/motion productivity, including determination of equipment needs, formulation of specifications, and coordination with Facilities Planning, project architect and engineer to ensure timely and correct installation of equipment
- Maintains computerized perpetual inventory of all equipment by recording acquisitions dispositions and transferals
- Maintains school site and Nutrition Service Center HACCP plan as mandated by the USDA; reviews and updates as required
- Oversees delivery and material used for required employee food safety certification per Kentucky State Food Code
- Responds to complaints regarding food safety/foodborne illness and makes necessary reports to local agencies
- Monitors temperature of all SCNS refrigeration units via a wireless based temperature monitoring system 24 hours a day and seven days a week; manages emergency call outs when necessary
- Maintains department procurement plan per United States Department of Agriculture requirements
- Oversees emergency response involving the kitchen and maintains emergency response written procedures
- Manages external agency that provides safety and sanitation audits and reviews reports to address non-compliance issues
- Assists with writing recipes to ensure cooking instructions are HACCP compliant
- Evaluates staff as assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations.

~~The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree

Five (5) years of successful food service equipment ~~and/or food safety regulation~~ experience

Food Safety Certified by a ~~state or~~ nationally recognized organization

Ability to read blueprints

~~Ability to operate computer-equipment~~

~~Supervisory skills~~

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

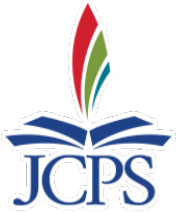
Master's degree

~~Successful School Food Service experience~~ Knowledge of District programs and procedures

Experience in a diverse workplace

Footnote

~~This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.~~



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	SPECIALIST EQUIPMENT PROCUREMENT AND FOOD SAFETY
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8084
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for identifying food service equipment needs to promote maximum quality, efficiency, and productivity. Conducts equipment procurement in compliance with Model Procurement and Federal procurement requirements. Assures vendor compliance with bid specifications; establishes and supervises procedures for repair, replacement and disposal of-food service equipment. Assumes responsibility for the department's food safety program, ensuring compliance with federal school meal program food safety requirements (HACCP plan) and the Kentucky State Food Code. Establishes food service emergency response procedures and oversees response efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Determines equipment and supply needs of all SCNS kitchen sites including an on-going, projection of equipment repairs and replacements; identifies and coordinates scheduling for such replacements/repairs and installations

Assumes responsibility for purchasing large and small equipment through formulation of specifications, appropriate equipment testing, evaluation of bids, and awarding of bids in compliance with model procurement code, federal procurement requirements, and all associated account and billing procedures

Assumes responsibility for designing kitchen layouts, for new and remodeled kitchens, with consideration to time/motion productivity, including determination of equipment needs, formulation of specifications, and coordination with Facilities Planning, project architect and engineer to ensure timely and correct installation of equipment

Maintains computerized perpetual inventory of all equipment by recording acquisitions dispositions and transfersals

Maintains school site and Nutrition Service Center HACCP plan as mandated by the USDA; reviews and updates as required

Oversees delivery and material used for required employee food safety certification per Kentucky State Food Code

Responds to complaints regarding food safety/foodborne illness and makes necessary reports to local agencies

Monitors temperature of all SCNS refrigeration units via a wireless based temperature monitoring system 24 hours a day and seven days a week; manages emergency call outs when necessary

Maintains department procurement plan per United States Department of Agriculture requirements

Oversees emergency response involving the kitchen and maintains emergency response written procedures

Manages external agency that provides safety and sanitation audits and reviews reports to address non- compliance issues

Assists with writing recipes to ensure cooking instructions are HACCP compliant

Evaluates staff as assigned

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction.

PHYSICAL DEMANDS

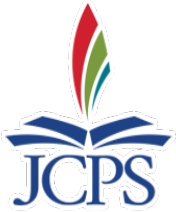
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MINIMUM QUALIFICATIONS
Bachelor's degree
Five (5) years of successful food service equipment and/or food safety regulation experience
Food Safety Certified by a state or nationally recognized organization
Ability to read blueprints
Ability to operate computer equipment
Supervisory skills
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's degree
Knowledge of District programs and procedures
Experience in a diverse workplace



NEW: 07/01/2024 Submitted: 03/26/2024

JOB TITLE:	TECHNICIAN INVENTORY DATA NUTRITION SERVICES
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8624
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and specialized clerical duties requiring advanced application of various complex work methods and procedures. Assists in the performance of the basic activities of the procurement process. Responsible for placing and tracking orders for the Nutrition Service Center warehouse and central kitchen. Tracks bid samples. Maintains data of inventory system and assists in training. Tracks invoice payments and ensures accurate and timely payments to vendors. Assists in expense analysis as it relates to food and supplies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Responsible for preparing complex data sets/reports for inventory and expense tracking
- Responsible for maintaining appropriate stock levels of all warehoused item in coordination with the Coordinator Warehouse and Transportation
- Assists with monitoring and tracking of purchase orders and expenses
- Validates invoices applicable to purchase orders and bid contracts
- Responsible for receiving NSC inventory in MUNIS and forwarding invoices to Accounts Payable for prompt processing
- Communicates with vendors concerning orders, specifications, and deliveries
- Maintains inventory data base including but not limited to item set up, site changes, price contracts, bid information, and test databases
- Tracks and troubleshoots data issues
- Receives and tracks bid samples
- Creates customized or specialized data sets or reports to meet department needs
- Maintains records related to performance responsibilities
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the required JCPS worksite for collaboration, customer support, and team interaction

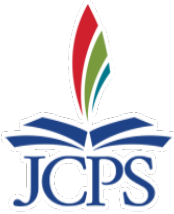
PHYSICAL DEMANDS

This work is completed in an office, school-based and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., and pushing up to 50 lbs. Bending, climbing, crouching, feeling, grasping, reaching, standing, and walking are required frequently (up to 75% of the workweek). Hearing, repetitive motions, talking, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Two (2) years of data processing experience
Two (2) years of clerical experience

DESIRABLE QUALIFICATIONS
Knowledge of policies and procedures of the district
Associates Degree in related field
Experience in a diverse workplace



NEW: 07/01/2024 Submitted: 03/26/2024

JOB TITLE:	TECHNICIAN NUTRITION SERVICE CENTER
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	1A, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and specialized clerical duties requiring advance application of various complex work methods and procedures. Assumes responsibility for building wide payroll and tracking the cost of labor by department. Responsible for MUNIS inventory item assignment, department wide requisitions for food and supplies and purchase order maintenance. Assists with Nutrition Service Center and department budgeting process. Responsible for OSHA tracking and documentation. Assumes responsibility for personnel processing including, payroll, time clock, position control and vacancy tracking. Responsible for all MUNIS ordering and receiving for building purchases. Back up site support for inventory, vendor, and item issues.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Responsible for MUNIS ordering, receiving, item creation and purchase order (PO) maintenance for NSC
- Responsible for semi-annual PO creation for all food and supplies utilized in Nutrition Service programs; monitors POs to ensure adequate funds are available for expenses and initiates budget transfers and increases as needed
- Reviews and monitors all commodity codes in coordination with Purchasing to ensure historical usage/purchase data is maintained and accurate
- Initiates and tracks all NSC work orders and tracks maintenance costs overall and by piece of equipment
- Responsible for ensuring NSC employees receive vouchers for shoes and other personal protective equipment and arranges fittings with vendors as needed
- Maintains list of USDA programs implemented at each site and shares with NSC team to ensure appropriate food and supplies are available at each site for each program
- Maintains comprehensive vendor list and shares site information with vendors as needed to facilitate deliveries and support
- Opens, reads, sorts, classifies incoming mail, screens incoming phone calls and takes appropriate action using own judgement
- Prepares confidential and non-confidential reports, memoranda, letters and records
- Maintains year to year expenses by general ledger code for all expenses; designs reports for annual budget
- Maintains OSHA log and completes first report of injury accurately and timely.
- Prepares payroll and tracks all salary, OT, and associated leave data and reporting by department each month
- Prepares HR interview packets and schedules
- Monitors NSC position control monthly to ensure accuracy for budget purposes
- Creates customized or specialized data sets or reports and analysis to meet department needs
- Completes all trainings and other compliance requirements as assignment by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Two (2) years of data processing experience
Two (2) years of experience in secretarial-related experience in an office environment with excellent knowledge of general office procedures
Effective communication skills

DESIRABLE QUALIFICATIONS
Associates degree in related field
Knowledge of District policies and procedures
Experience in a diverse workplace



NEW:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	TECHNICIAN SPECIAL PROGRAMS NUTRITION SERVICES
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, through knowledge of the laws and regulations controlling Federal School Meal Programs, including Child and Adult Care Food Program (CACFP), Summer Food Service Program (SFSP) and Fresh Fruit and Vegetable Program (FFVP), and Nutrition Services' departmental functions, policies and practices. Provides customer service and guidance to households and school staff regarding information related to CACFP, SFSP, AND FFVP.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works independently on routing tasks and checks with supervisor as needed
Assists with preparing monthly claim for CACFP and SFSP
Monitors food service employees, school personnel and volunteers working with CACFP and SFSP
Assists in creating, preparing, maintaining and updating data/information
Assists in compliance with Federal meal program regulations
Assumes responsibility for payroll reporting for CACFP and SFSP
Assists with planning and developing procedure documentation for SFSP and the Pathfinder program
Successfully uses software and operates computers, printers and other equipment as required
Establishes and maintains file and filing systems in accordance with departmental policies and procedures
Interacts with parents, food service employees, school personnel and volunteers on a regular basis
Word processes and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records; has unrestricted daily access to confidential nonpublic, information and material
Completes all trainings and other compliance requirements as assigned by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years of experience manipulating large datasets using Excel, Access, or other program (s)

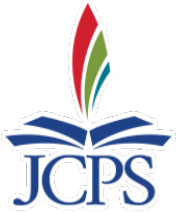
Effective communications skills

DESIRABLE QUALIFICATIONS

Efficient time management

Ability to work with various role groups
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Experience in a diverse workplace



NEW REVISED:
 07/17/2019
 07/01/2024

Submitted:
 07/16/2024
 03/26/2024

JOB TITLE:	WORKER FIRE EXTINGUISHER
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE 67
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8414
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Inspects and tests fire extinguishers and fire equipment. **Performs fire extinguisher use training for fuel pump attendants.**

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Services and repairs all fire extinguishers throughout the entire school system, according to fire codes

Performs all necessary tests on each fire extinguisher as required by fire codes

Assumes responsibility for care and operation of assigned vehicle, tools, and equipment

Schedules annual inspection on fire extinguishers in the entire system

Schedule fire extinguisher training

Fills out withdrawals on all materials used from stock

Writes work orders on all work done by worker or assigned helper

Assumes responsibility for personal safety and the safety of others regarding the assigned job

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Maintains forklift certification

Transport large safety items for safety and environmental

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

This work is completed in an office setting, school based setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High school diploma or G.E.D. with three years successful experience in servicing fire extinguisher equipment.

Basic knowledge of fire codes

Valid driver's license

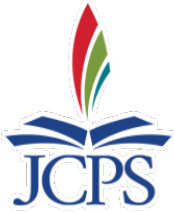
Effective communication skills

DESIRABLE QUALIFICATIONS

Additional experience in this field

Experience in a diverse workplace

Forklift Certification



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	WORKER FIRE EXTINGUISHER
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IB/GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8414
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Inspects and tests fire extinguishers and fire equipment. Performs fire extinguisher use training for fuel pump attendants.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Services and repairs all fire extinguishers throughout the entire school system, according to fire codes
- Performs all necessary tests on each fire extinguisher as required by fire codes
- Assumes responsibility for care and operation of assigned vehicle, tools, and equipment
- Schedules annual inspection on fire extinguishers in the entire system
- Schedule fire extinguisher training
- Fills out withdrawals on all materials used from stock
- Writes work orders on all work done by worker or assigned helper
- Assumes responsibility for personal safety and the safety of others regarding the assigned job
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Maintains forklift certification
- Transport large safety items for safety and environmental
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in an office setting, school based setting, and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

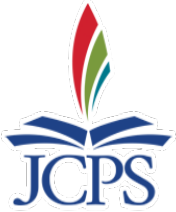
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High school diploma or G.E.D. with three years successful experience in servicing fire extinguisher equipment.
- Basic knowledge of fire codes
- Valid driver's license
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Additional experience in this field
- Experience in a diverse workplace
- Forklift Certification



NEW REVISED:
07/17/2019
07/01/2024

Submitted:
07/16/2019
03/26/2024

JOB TITLE:	WORKER HOUSEKEEPING FACILITY MANAGEMENT SERVICES
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8634
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs **housekeeping custodial** tasks and support that result in facilities that are appropriately cleaned and maintained in according to all policies and procedures. Maintains equipment and supplies appropriately including all proper documentation

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Maintains, repairs, and installs all **Housekeeping Facility Management Services** equipment
- Responds to and remediates/cleans up building emergencies such as flooding, sewer backup, and vandalism
- Loads, unloads, and delivers **Housekeeping Facility Management Services** equipment and supplies
- Cleans offices, classroom, restrooms, corridors, windows, and walls as required
- Operates electric sweepers, floor machines, wet/dry vacuums, and other **housekeeping Facility Management** equipment
- Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products
- Performs all work in accordance with established standards, methods, and practices
- Completes all necessary documentation and work orders with respect to labor and material used accurately
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities**
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction**

PHYSICAL DEMANDS

~~The work is performed while standing or walking. 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 heavy weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust fumes and gases.~~

~~This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.~~

~~This position requires the following physical activities rarely (up to 25% of the workweek): driving. The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).~~

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

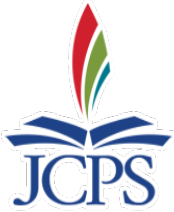
Valid driver's license

DESIRABLE QUALIFICATIONS

Effective communication skills

Experience in a diverse workplace

Ability to communicate with multi-lingual employees



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	WORKER FACILITY MANAGEMENT SERVICES
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8634
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs custodial tasks and support that result in facilities that are appropriately cleaned and maintained in according to all policies and procedures. Maintains equipment and supplies appropriately including all proper documentation

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains, repairs, and installs all Facility Management Services equipment
 Responds to and remediates/cleans up building emergencies such as flooding, sewer backup, and vandalism
 Loads, unloads, and delivers Facility Management Services equipment and supplies
 Cleans offices, classroom, restrooms, corridors, windows, and walls as required
 Operates electric sweepers, floor machines, wet/dry vacuums, and other Facility Management equipment
 Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products
 Performs all work in accordance with established standards, methods, and practices
 Completes all necessary documentation and work orders with respect to labor and material used accurately
 Completes all trainings and other compliance requirements as assigned and by the designated deadline
 Performs other duties as assigned by supervisor
 Regular, predictable performance is required for all performance responsibilities
 This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

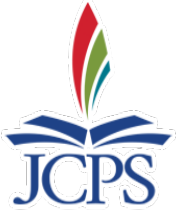
This position requires the following physical activities rarely (up to 25% of the workweek): driving. The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
 Valid driver's license

DESIRABLE QUALIFICATIONS

Effective communication skills
 Experience in a diverse workplace
 Ability to communicate with multi-lingual employees



NEW REVISED: Submitted:
 07/17/2019 07/16/2019
 07/01/2024 03/26/2024

JOB TITLE:	WORKER PEST CONTROL
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IB, GRADE 5 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8608
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs assigned work in the area of independent pest control, including 24 hour, 7-day a week response for animal complaints, nuisance pest removal, dead animal carcass removal, bee colony relocation, and bed bug investigations. Performs chemical treatments (**integrated pest management**) for termites, spiders, fleas, and stinging insects as needed. Performs monthly IPM inspections in all JCPS facilities as required by Kentucky Department of Agriculture. Performs District Annual Lead in water testing. Assists District recycling initiatives by collecting light bulbs, light ballasts, and SHARPS containers for proper disposal.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Operates heavy or specialized equipment
- Implements approved program procedures and practices
- Performs tests as required by programs and government agencies
- Fills out required paperwork accurately
- Uses equipment and chemicals in accordance with safety standards
- Maintains acceptable, high quality results
- Moves heavy furniture and equipment as required
- Participates in training classes and maintains required licenses
- Improves knowledge of program area to improve implementation methods
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities**
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments**

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Valid driver's license
- Kentucky Certified Commercial Applicator license, certificate, or Two (2) years of experience with progressive responsibility for those program areas without a certificate**
- Program specific certifications/training**

Effective communication skills

DESIRABLE QUALIFICATIONS

Wastewater Treatment Plant Operators certificate, Kentucky Certified Commercial Applicator license or certificate
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Experience in a diverse workplace



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	WORKER PEST CONTROL
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IB, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8608
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Performs assigned work in the area of independent pest control, including 24 hour, 7-day a week response for animal complaints, nuisance pest removal, dead animal carcass removal, bee colony relocation, and bed bug investigations. Performs chemical treatments (integrated pest management) for termites, spiders, fleas, and stinging insects as needed. Performs monthly IPM inspections in all JCPS facilities as required by Kentucky Department of Agriculture. Performs District Annual Lead in water testing. Assists District recycling initiatives by collecting light bulbs, light ballasts, and SHARPS containers for proper disposal.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Operates heavy or specialized equipment
- Implements approved program procedures and practices
- Performs tests as required by programs and government agencies
- Fills out required paperwork accurately
- Uses equipment and chemicals in accordance with safety standards
- Maintains acceptable, high quality results
- Moves heavy furniture and equipment as required
- Participates in training classes and maintains required licenses
- Improves knowledge of program area to improve implementation methods
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

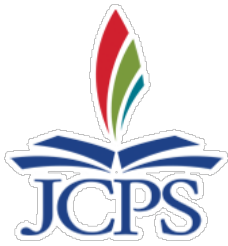
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MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Valid driver's license
- Kentucky Certified Commercial Applicator license, certificate, or Two (2) years of experience with progressive responsibility
- Effective communication skills

DESIRABLE QUALIFICATIONS

- Experience in a diverse workplace



NEW:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	WORKER WAREHOUSE NUTRITION SERVICE CENTER
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	IB, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Receives and inspects shipments and verifies accurate deliveries. Inspects for damage, shortages, wrong items and other concerns. Maintains a perpetual inventory system of materials. Assumes responsibility for receiving processing, storage and distribution of warehouse materials.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assumes responsibility for receipt, storage and delivery of all warehoused items
- Inspects shipments and verifies accurate deliveries and shipments
- Works with central receiver to coordinate scheduled deliveries when appropriate
- Inspects products and verifies accurate picking and product rotation (e.g., first in first out) as necessary
- Assists in loading and unloading deliveries and shipments and moving equipment and moving equipment
- Operates standard office equipment, including computers, copier, and other office machines, in order to type, duplicate, collate, and process reports and other materials as required
- Maintains a Hazard Analysis Critical Control point processes and Standard Operating Procedures as applicable
- Performs custodial duties to maintain the warehouse in a clean, safe and orderly manner
- Pulls, stamps, packs, and prepares items for shipment
- Operates a variety of warehouse vehicles and equipment
- Assists in inventory procedures including the actual total count of stock items and spot check as needed
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

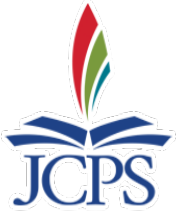
This work is completed in a warehouse and production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Valid driver's license
Strong basic math skills
Three (3) years of warehouse or materials handling experience or equivalent
Effective communication skills

DESIRABLE QUALIFICATIONS
Commercial driver's license
Experience in a diverse workplace



NEW: Revised:
05/25/2022
07/01/2024

Submitted:
~~05/24/2022~~
03/26/2024

JOB TITLE:	COORDINATOR FISCAL OPERATIONS SPECIALIST FISCAL OPERATIONS
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	H, GRADE 6 II, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages the financial operations of the Operations Division which includes assisting the Chief Operations Officer in developing the Operational budget(s), maintaining accurate and current financial records, monitoring departmental fiscal management, providing financial and statistical analysis of allocations and expenditures, summarizing budgetary implications, and recommending appropriate responses (respective to each department) in compliance with the model procurement system and local, regional and federal guidelines. Conducts financial program evaluation for each Operations Department to provide prescriptive fiscal support to Operations leadership that may include organizing and conducting appropriate fiscal training for Operations leadership staff as needed. Assists and facilitates land/property acquisition and related real estate matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares financial reports including monthly, quarterly, and annual statements of all funds under the Operations Services Division and its affiliated departments to present to Chief Operations Officer; ensures that adequate controls are in place to provide accurate and timely financial reports for each Department within Operations

Supports the Operations Services Division in matters relating to financial analysis and audit; reviews financial plans and goals with Chief Operations Officer and Department Supervisors, and evaluates effectiveness of the plan(s)

Monitors Operations-related purchases and ensures compliance with JCPS procurement, and local, regional and federal guidelines

~~Ensures timely payments for vendors for Operations Department~~

~~Monitors financial tracking and advises on non-capital annual facility improvement fund projects~~

~~Manages and oversees the input of information into the Inventory Tracking System for multiple divisions~~

~~Acts as liaison with the Kentucky Department of Education for all submittals and approvals for non-capital projects~~

~~Manages Operations board issued cell phone services~~

~~Serves as a member on JCPS Building Modification Committee~~

~~Serves as the superintendent's designee on the Landbank Authority of Louisville Board~~

~~Manages Facility Maintenance, Renovations & Property Management Services permitting credit card reconciliations~~

~~Works in conjunction with the Grounds department to serve as Playground Project Liaison~~

Assists with preparations and evaluations of bids for procurement of program goods and services for all component areas as needed, and ensures compliance with District, federal and state regulations

Assists in preparation of Operations Division and its respective departments' budget(s) and other budget documents

Researches, compiles, and prepares Operations' Departments' financial profile information; conducts descriptive and inferential statistical analyses and data visualizations; prepares reports and spreadsheets to monitor and inform Fiscal Operations for Chief Operations Officer

Works cooperatively with the Chief Operations Officer and designated department supervisors in analyzing data to support District priorities and needs; conducts budget and financial training for Operations staff

Manages lease agreements (cell towers, real property, etc.); manages non-capital project-related easement negotiations with local entities; reviews lease agreements, deeds, contracts, etc. and coordinates with ~~internal and external~~ legal counsel ~~and the Kentucky Department of Education~~ to prepare relevant documents as needed

~~Assists with requests for easements from public utilities, governmental agencies and private industries~~

~~Assists in land acquisitions and other real estate matters~~

~~Represents the supervisor on issues related to the delivery of support services when assigned~~

Researches past and current practices in areas assigned and integrates research in all areas of responsibility

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Serves as liaison to Chief Financial Officer or CFO's designee(s), ~~Executive Administrator of Budget, Human Resources Department and Insurance Claims Coordinator~~

Performs studies for Operations departments, offices and agencies as required

~~Regular, predictable performance is required for all performance responsibilities~~

~~This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction~~

PHYSICAL DEMANDS

~~The work is primarily sedentary. The work at times requires bending, squatting, climbing, reaching with the ability to lift, carry, push or pull light weights. The work requires the use of hands for simple grasping and fine manipulations~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of work in finance, accounting, budget development, or business-related area(s)

Knowledge of general financial and business practices

Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions

Proficient in use and preparation of computerized spreadsheets and relevant computer applications, use of calculator

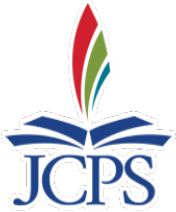
Good written, oral communication and analytical skills

Effective communication skills

Ability to handle multiple and shifting priorities and work effectively both individually and as part of a team

Experience in a diverse workplace

DESIRABLE QUALIFICATIONS



New:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	SPECIALIST FISCAL OPERATIONS
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages the financial operations of the Operations Division which includes assisting the Chief Operations Officer in developing the Operational budget(s), maintaining accurate and current financial records, monitoring departmental fiscal management, providing financial and statistical analysis of allocations and expenditures, summarizing budgetary implications, and recommending appropriate responses (respective to each department) in compliance with the model procurement system and local, regional and federal guidelines. Conducts financial program evaluation for each Operations Department to provide prescriptive fiscal support to Operations leadership that may include organizing and conducting appropriate fiscal training for Operations leadership staff as needed. Assists and facilitates land/property acquisition and related real estate matters.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares financial reports including monthly, quarterly, and annual statements of all funds under the Operations Services Division and its affiliated departments to present to Chief Operations Officer; ensures that adequate controls are in place to provide accurate and timely financial reports for each Department within Operations

Supports the Operations Services Division in matters relating to financial analysis and audit; reviews financial plans and goals with Chief Operations Officer and Department Supervisors, and evaluates effectiveness of the plan(s)

Monitors Operations-related purchases and ensures compliance with JCPS procurement, and local, regional and federal guidelines

Ensures timely payments for vendors for Operations Department

Monitors financial tracking and advises on non-capital annual facility improvement fund projects

Manages and oversees the input of information into the Inventory Tracking System for multiple divisions

Acts as liaison with the Kentucky Department of Education for all submittals and approvals for non-capital projects

Manages Operations board issued cell phone services

Serves as a member on JCPS Building Modification Committee

Serves as the superintendent's designee on the Landbank Authority of Louisville Board

Manages Facility Maintenance, Renovations & Property Management Services permitting credit card reconciliations

Works in conjunction with the Grounds department to serve as Playground Project Liaison

Assists with preparations and evaluations of bids for procurement of program goods and services for all component areas as needed, and ensures compliance with District, federal and state regulations

Assists in preparation of Operations Division and its respective departments' budget(s) and other budget documents

Researches, compiles, and prepares Operations' Departments' financial profile information; conducts descriptive and inferential statistical analyses and data visualizations; prepares reports and spreadsheets to monitor and inform Fiscal Operations for Chief Operations Officer

Works cooperatively with the Chief Operations Officer and designated department supervisors in analyzing data to support District priorities and needs; conducts budget and financial training for Operations staff

Manages lease agreements (cell towers, real property, etc.); manages non-capital project-related easement negotiations with local entities; reviews lease agreements, deeds, contracts, etc. and coordinates with internal and external legal counsel and the Kentucky Department of Education to prepare relevant documents as needed

Assists with requests for easements from public utilities, governmental agencies and private industries

Assists in land acquisitions and other real estate matters

Represents the supervisor on issues related to the delivery of support services when assigned

Researches past and current practices in areas assigned and integrates research in all areas of responsibility

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Serves as liaison to Chief Financial Officer or CFO's designee(s), Executive Administrator of Budget, Human Resources Department and Insurance Claims Coordinator

Performs studies for Operations departments, offices and agencies as required

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree

Three (3) years of work in finance, accounting, budget development, or business-related area(s)

Knowledge of general financial and business practices

Evidence of ability to organize, plan, and develop budgets and to work cooperatively with staff in financially related functions

Proficient in use and preparation of computerized spreadsheets and relevant computer applications, use of calculator

Good written, oral communication and analytical skills

Effective communication skills

Ability to handle multiple and shifting priorities and work effectively both individually and as part of a team

Experience in a diverse workplace

DESIRABLE QUALIFICATIONS



NEW REVISED: Submitted:
 07/01/2019 -06/11/2019
 07/01/2024 03/26/2024

JOB TITLE:	INSPECTOR SAFETY Coordinator Fire and Life Safety
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE- 5 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8761
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides a safe and healthy environment for all JCPS students and staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Inspects all JCPS facilities for fire, and life safety, ~~OSHA safety~~ hazards/violations if needed or requested
- Develops and delivers specialized safety training to JCPS employees
- Supervises Fire Extinguisher Tagging and Inspection Program
- Supervises Fire Alarm Program
- ~~Manages the OSHA 300 Injury and Illness Recordkeeping program throughout all JCPS locations~~
- ~~Manages the Chemical Hygiene and Science Laboratory Inspection programs~~
- Aids in the evaluation and selection of Personal Protective Equipment (PPE)
- Revises and updates the existing JCPS Safety Programs and Facility Compliance Manual documents
- Evaluates emergencies such as fires, tornados, adverse weather, floods, power outages, etc.
- Documents safety/health hazards through written reports with measurements, photographs, etc.
- Provides technical assistance to ~~Assists~~ other JCPS Departments, Principals, Directors, Safety Administrators, and employees as needed
- ~~Inspects JCPS construction projects for any safety and health hazards/violations~~ When requested, helps contractors with safety and health concerns
- Manages ~~State~~ Fire Marshall Inspection Program and associated correspondences and corrective actions
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

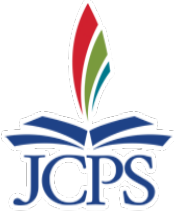
The work is performed while standing or walking. The work requires the use of hands for simple grasping, ~~pushing, and pulling of arm controls and~~ fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull ~~light heavy~~ weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

This work is completed in an office and school based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's degree
Ability to interpret federal, state, and local health & safety codes as they apply to the local school district
Ability to interpret mechanical drawings and blueprints
Working knowledge of Industrial Chemicals; their use and methods of disposal
Effective communication skills
Valid driver's license
Possesses mechanical aptitude in the area of general shop maintenance

DESIRABLE QUALIFICATIONS
Completion of the Associate Safety Professional Core Examination of the Board of Certified Safety Professionals
Successful leadership and supervision experience
Experience in a diverse workplace



Revised: 07/01/2024
Submitted: 03/26/2024

JOB TITLE:	Coordinator Fire and Life Safety
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8761
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Provides a safe and healthy environment for all JCPS students and staff.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects all JCPS facilities for fire, and life safety, hazards/violations if needed or requested
Develops and delivers specialized safety training to JCPS employees
Supervises Fire Extinguisher Tagging and Inspection Program
Supervises Fire Alarm Program
Aids in the evaluation and selection of Personal Protective Equipment (PPE)
Revises and updates the existing JCPS Safety Programs and Facility Compliance Manual documents
Evaluates emergencies such as fires, tornados, adverse weather, floods, power outages, etc.
Documents safety/health hazards through written reports with measurements, photographs, etc.
Provides technical assistance to other JCPS Departments, Principals, Directors, Safety Administrators, and employees as needed
When requested, helps contractors with safety and health concerns
Manages Fire Marshall Inspection Program and associated correspondences and corrective actions
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in an office and school-based setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

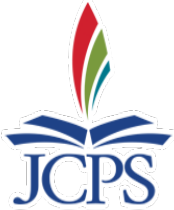
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree
Ability to interpret federal, state, and local health & safety codes as they apply to the school district
Ability to interpret mechanical drawings and blueprints
Working knowledge of Industrial Chemicals; their use and methods of disposal
Effective communication skills
Valid driver's license
Possesses mechanical aptitude in the area of general shop maintenance

DESIRABLE QUALIFICATIONS

Completion of the Associate Safety Professional Core Examination of the Board of Certified Safety Professionals
Successful leadership and supervision experience
Experience in a diverse workplace



NEW :
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	FIRE INSPECTOR
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Responsible for providing effective leadership and direction for JCPS fire and life safety initiatives including its policies, practices and procedures related to the development, management and monitoring of fire and emergency related incidents that effect JCPS. Responsible for providing sound practices in the areas of fire safety education, fire prevention practices, code compliance and interpretation. Liaison with the KY State Fire Marshal's Office and responding Fire Departments.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provide leadership and training for fire and life safety code compliance inspections and expectations, fire and emergency evacuation drills, investigation of fire and other emergency incidents on JCPS campuses facilities or property.

Participate on safety committees, developing a variety of fire and life safety training programs, collaboration with other benchmark educational institutions to remain abreast of best practice models in the industry.

Perform comprehensive Fire and Life Safety compliance inspections at all JCPS facilities and properties to ensure compliance with NFPA and Life Safety Codes and Standards, the Ky Standards of Safety, and the International Building Code.

Responds to fires, fire alarms, and other hazardous or life safety incidents as needed

Fire cause & determination investigation in cooperation with the KY State Fire Marshal's office & or other investigative agencies.

Work with facilities planning and design to ensure new construction, renovation projects or change of occupancy within facilities complies with current life safety and fire code.

Work with facilities planning to ensure that building floor plans are kept updated and accessible.

Aids in the development and maintaining of emergency procedures

Assist with identifying severe weather shelter locations, areas of refuge and evacuation maps.

Completes all trainings and other compliance requirements as assigned by designated deadline

Performs other duties as assigned by supervisor.

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is completed in a production/assembly line setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, and kneeling. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., and pushing up to 20 lbs. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Bachelor's degree and 3 years of related experience. Or an equivalent combination of education, training and/or 7 years experience may be substituted.

KY certified fire prevention inspector I, II with good working knowledge of NFPA 1, NFPA 101.

Ability to research applicable codes and standards pertinent to code compliance.

Ability to accurately calculate occupant loads, travel distances and egress requirements
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Strong organization and communication skills.

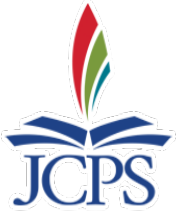
Valid driver's license and able to operate a motor vehicle
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DESIRABLE QUALIFICATIONS

Certifications: FEMA NIMS IS 100, 200, 300, 400, 700, 800. KY State Fire Fighter
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Good working knowledge of fire alarm systems, sprinkler systems, special agent systems, and building construction.
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Experience in a diverse workplace



NEW REVISED: Submitted:
 08/17/2022 08/16/2022
 07/01/2024 03/26/2024

JOB TITLE:	LEAD HOUSEKEEPING FACILITY MANAGEMENT TEAM
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	220 +20 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8666
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with ~~the housekeeping-Facility Management~~ staff in custodial functions and preventative maintenance. Services various locations within the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and organizes the work of the custodial staff (including temporary employees) and participates in custodial activities to accomplish daily, and periodic cleaning
- Implements the established cleaning standards and methods using approved products and equipment
- Conducts preventative maintenance program (minor maintenance) of facilities and ground; arranges for major maintenance as required
- Evaluates, recommends disciplinary actions of custodial staff in cooperation with the Foreman **Housekeeping Facility Management**
- Observes established severe weather procedures and performs building checks
- Cooperates and works closely with Custodial Lead Team (where assigned)
- Ensures proper maintenance of the grounds to include snow and ice removal from sidewalks and steps
- Maintains an inventory of custodial supplies and equipment, reordering as necessary
- Schedules custodial services as necessary for extra-curricular (after-hours) activities
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities**
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments**

PHYSICAL DEMANDS

~~The work is performed while standing or walking. 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.~~

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Experience as a custodian in school environment
Effective communication skills
Valid driver's license
Ability to supervise

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Successful completion of JCPs plant operator assessment and/or training program
Experience leading employees

FOOTNOTE
This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.



REVISED:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	LEAD FACILITY MANAGEMENT TEAM
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	220 +20 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8666
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with Facility Management staff in custodial functions and preventative maintenance. Services various locations within the District.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and organizes the work of the custodial staff (including temporary employees) and participates in custodial activities to accomplish daily, and periodic cleaning

Implements the established cleaning standards and methods using approved products and equipment

Conducts preventative maintenance program (minor maintenance) of facilities and ground; arranges for major maintenance as required

Evaluates, recommends disciplinary actions of custodial staff in cooperation with the Foreman Facility Management

Observes established severe weather procedures and performs building checks

Cooperates and works closely with Custodial Lead Team (where assigned)

Ensures proper maintenance of the grounds to include snow and ice removal from sidewalks and steps

Maintains an inventory of custodial supplies and equipment, reordering as necessary

Schedules custodial services as necessary for extra-curricular (after-hours) activities

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Experience as a custodian in school environment

Effective communication skills

Valid driver's license

Ability to supervise

DESIRABLE QUALIFICATIONS

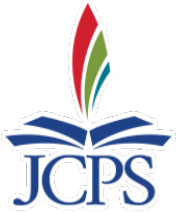
Experience in a diverse workplace

Successful completion of plant operator assessment and/or training program
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Experience leading employees

FOOTNOTE

This position may be categorically funded and re-employment subject to periodic review based on availability of funds and continued need for the project.



NEW REVISED:
 12/15/2024
 07/01/2024

Submitted:
 12/14/2024
 03/26/2024

JOB TITLE:	LEAD WORKER HOUSEKEEPING- FACILITY MANAGEMENT SERVICE
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8591
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Uses acquired knowledge and job experience to expedite the best possible use of personnel, equipment, and time available to execute work as directed. Aids and coordinates the restoration, maintenance and preventative maintenance for district wide equipment including but not limited to: ~~housekeeping custodial~~ equipment, hydraulic lifts, snow blowers, soot-a-matic boilers and scaffolds. Coordinates stock of items necessary for preventative maintenance, repairs, priorities, and processes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans and executes the operation of electrical equipment repair shop to provide repair and preventive maintenance for ~~housekeeping- custodial~~ equipment
- Plans and executes mobile repair operation for onsite repair of ~~housekeeping custodial~~ equipment
- Plans and executes the cleaning of bus compound buildings
- Plans and executes the safe provision of scaffolds and hydraulic lifts for use in maintaining lighting in gymnasiums, cafeterias, and stairwells
- Plans and executes work in providing and operating snow blowers for snow removal
- Plans and executes emergency water flooding pick up
- Plans and executes work in providing soot-a-matic boiler cleaning equipment
- Supervises daily work of staff including coaching and progressive discipline when applicable
- Assists in evaluation of assigned staff
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- ~~Regular, predictable performance is required for all performance responsibilities~~
- ~~This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments~~

PHYSICAL DEMANDS

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

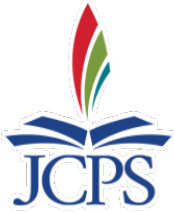
~~This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.~~

~~The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching,~~

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years of experience in grounds maintenance
Knowledge of all phases of grounds maintenance work
Ability to operate all grounds shop equipment
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to assign and perform special jobs
Experience in a diverse workplace



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	LEAD WORKER FACILITY MANAGEMENT SERVICE
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8591
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Uses acquired knowledge and job experience to expedite the best possible use of personnel, equipment, and time available to execute work as directed. Aids and coordinates the restoration, maintenance and preventative maintenance for district wide equipment including but not limited to: custodial equipment, hydraulic lifts, snow blowers, soot-a-matic boilers and scaffolds. Coordinates stock of items necessary for preventative maintenance, repairs, priorities, and processes.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Plans and executes the operation of electrical equipment repair shop to provide repair and preventive maintenance for custodial equipment
- Plans and executes mobile repair operation for onsite repair of custodial equipment
- Plans and executes the cleaning of bus compound buildings
- Plans and executes the safe provision of scaffolds and hydraulic lifts for use in maintaining lighting in gymnasiums, cafeterias, and stairwells
- Plans and executes work in providing and operating snow blowers for snow removal
- Plans and executes emergency water flooding pick up
- Plans and executes work in providing soot-a-matic boiler cleaning equipment
- Supervises daily work of staff including coaching and progressive discipline when applicable
- Assists in evaluation of assigned staff
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Three (3) years of experience in grounds maintenance
- Knowledge of all phases of grounds maintenance work

Ability to operate all grounds shop equipment

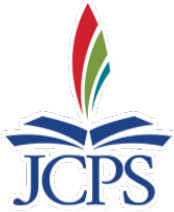
Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Ability to assign and perform special jobs
--

Experience in a diverse workplace



NEW:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	MASON
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Masonry work regarding block, brick, ceramic tile, stucco, and concrete finishing.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Lays building materials, such as brick, structural tile, and concrete cinder, glass, gypsum, and terra cotta block (except stone) to construct or repair walls, partitions, arches, sewers, and other structures

Fastens brick or terra cotta veneer to face of structures, with time wires embedded in mortar between bricks or in anchor holes in veneer brick

Installs or replaces quarry floor tile

Measures distance from reference points and marks guidelines on working surface to lay out work

Determines vertical and horizontal alignment of courses, using plumb bob, gageline (tightly stretched cord), and level

Assumes responsibility for equipment and vehicle use

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 75 lbs., pulling up to 75 lbs., pushing up to 75 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years' experience in masonry and concrete work

Ability to work in all kinds of environments including dust, tunnels, and high places

Valid driver's license

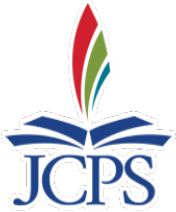
Effective communication skills

DESIRABLE QUALIFICATIONS

Trade school training

Experience with tools, current materials, and building codes related to trade

Experience in diverse workplace



NEW REVISED:
07/17/2019
07/01/2024

Submitted:
07/16/2019
03/26/2024

JOB TITLE:	PLANT OPERATOR I (SUPERVISES LESS THAN 4)
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB /GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8582
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with **the housekeeping Facility Management** staff in custodial functions and preventative maintenance. Supervises less than four (4) custodial staff

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and organizes the work of the **housekeeping Facility Management** staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning

Implements the established cleaning standards and methods using approved products and equipment

Conducts preventative maintenance program (minor maintenance) of facilities and grounds; arranges for maintenance beyond capabilities

Evaluates, recommends promotion, **transfers** and disciplinary actions of custodial staff in cooperation with the **Principal/building manager-immediate supervisor**

Observes established severe weather procedures and performs building checks

Ensures proper maintenance of the grounds to include snow and weed removal from sidewalks and steps

Maintains an inventory of custodial supplies and equipment, reordering as necessary

Schedules custodial services as necessary for extra-curricular (after hours) activities

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

~~The work is performed while standing or walking. 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.~~

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the

workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Recommendation of ~~Principal, or school center head~~, Building Administrator or Area Coordinator

Successful experience in custodial practices and procedures or equivalent experience

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in a diverse workplace

Successful completion of JEPS plant operator assessment and/or training program



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	PLANT OPERATOR I (SUPERVISES LESS THAN 4)
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB /GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8582
BARGAINING UNIT:	CLAJ

SCOPE OF RESPONSIBILITIES

Assumes responsibility for the safe and healthful operation of the physical plant and grounds; directs and participates with Facility Management staff in custodial functions and preventative maintenance. Supervises less than four (4) custodial staff

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and organizes the work of the Facility Management staff and participates in custodial activities to accomplish daily, periodic, and annual cleaning

Implements the established cleaning standards and methods using approved products and equipment

Conducts preventative maintenance program (minor maintenance) of facilities and grounds; arranges for maintenance beyond capabilities

Evaluates, recommends promotion, disciplinary actions of custodial staff in cooperation with the immediate supervisor

Observes established severe weather procedures and performs building checks

Ensures proper maintenance of the grounds to include snow and weed removal from sidewalks and steps

Maintains an inventory of custodial supplies and equipment, reordering as necessary

Schedules custodial services as necessary for extra-curricular (after hours) activities

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

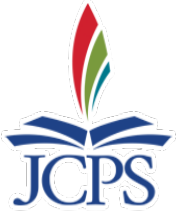
High School Diploma or G.E.D.

Recommendation of Building Administrator or Area Coordinator

Successful experience in custodial practices and procedures or equivalent experience

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in a diverse workplace
Successful completion of plant operator assessment and/or training program



NEW REVISED:
07/17/2019
07/01/2024

Submitted:
07/16/2019
03/26/2024

JOB TITLE:	SUPERVISOR HOUSEKEEPING DIRECTOR FACILITY MANAGEMENT SERVICES
DIVISION:	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8-12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8578
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Evaluates, prepares, and writes performance standards for ~~housekeeping~~ Facility Management supplies and materials, budget, bids, professionally trains custodial personnel, and supervises equipment repair, carpet cleaning, flood response and incidental repair. Manages the plant operator trainee, ~~and~~ substitute custodian programs, temporary employees, evaluates the quality of school system ~~housekeeping-custodial~~ services, chemical safety, sub plant operator program, night operations and provides feedback to appropriate personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates, prepares and evaluates standards and procedures for all custodial services ensuring compliance with HAZCOOM, OSHA, and safety standards
- ~~Develops and directs flood team emergency response District wide~~
- ~~Plans and develops and executes~~ professional training programs, to include custodial in service and seminars for plant operators, plant operator trainees, night leads, custodians, ~~and~~ substitute custodians ~~and substitute plant operators~~
- Manages and supervises ~~housekeeping custodial~~ cost center employees and the ~~housekeeping~~ Facility Management ~~secretary clerical staff, Area Foremen, Facility Management Assistant, Utility Workers and Coordinator~~
- ~~Prepares~~ Develops bid specifications (chemicals, equipment accessories, custodial supplies, floor finish, time clocks, temporary services) and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment,
- Directs the production of professional training films, directs instructional programs, prepares the written ~~housekeeping~~ Facility Management manual, and prepares and updates the unit's web site
- ~~Supervises~~ Directs the development/training of the plant operator trainees, substitute plant operators and substitute custodians, ~~evaluates their work performance and initiates disciplinary action as necessary~~
- ~~Supervises the quarterly evaluations of housekeeping services at each facility for annual Good Housekeeping Awards program~~
- Participates in the interview process to screen and select quality applicants for ~~entry level Central Office housekeeping~~ positions
- Participates as a member in the ~~Housekeeping~~ Facility Management Advisory Committee and the employee relations meetings as assigned
- ~~Directs temporary employees to meet the needs of the district~~
- Formulates and manages multi-million dollar budget including expenditure analysis, equipment, grant funding, temporary staffing, substitute staffing and general operation of facilities
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- ~~Regular, predictable performance is required for all performance responsibilities~~
- ~~This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction~~

PHYSICAL DEMANDS

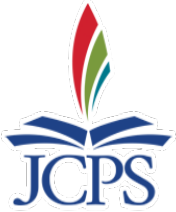
~~The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.~~

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's degree
Five (5) years of successful experience in housekeeping custodial practices and procedures
Experience managing housekeeping custodial programs and personnel
Ability to set goals and standards and monitor compliance
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of a variety of housekeeping custodial supplies, materials and equipment
Experience in a diverse workplace



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	DIRECTOR FACILITY MANAGEMENT SERVICES
DIVISION:	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8578
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Evaluates, prepares, and writes performance standards for Facility Management supplies and materials, budget, bids, professionally trains custodial personnel, and supervises equipment repair, carpet cleaning, flood response and incidental repair. Manages the plant operator trainee, substitute custodian programs, temporary employees, evaluates the quality of school system custodial services, chemical safety, sub plant operator program, night operations and provides feedback to appropriate personnel.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates, prepares and evaluates standards and procedures for all custodial services ensuring compliance with HAZCOOM, OSHA, and safety standards
- Develops and directs flood team emergency response District wide
- Plans and develops professional training programs, to include custodial in service and seminars for plant operators, plant operator trainees, night leads, custodians, substitute custodians and substitute plant operators
- Manages and supervises custodial cost center employees and the Facility Management clerical staff, Area Foremen, Facility Management Assistant, Utility Workers and Coordinator
- Develops bid specifications (chemicals, equipment accessories, custodial supplies, floor finish, time clocks, temporary services) and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment,
- Directs the production of professional training films, directs instructional programs, prepares the written Facility Management manual, and prepares and updates the unit's web site
- Directs the development/training of plant operator trainees, substitute plant operators and substitute custodians
- Participates in the interview process to screen and select quality applicants for Central Office positions
- Participates as a member in the Facility Management Advisory Committee and the employee relations meetings as assigned
- Directs temporary employees to meet the needs of the district
- Formulates and manages multi-million dollar budget including expenditure analysis, equipment, grant funding, temporary staffing, substitute staffing and general operation of facilities
- Evaluates staff as assigned
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

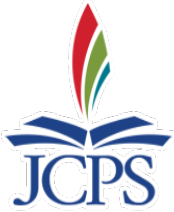
PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Bachelor's degree
Five (5) years of successful experience in custodial practices and procedures
Experience managing custodial programs and personnel
Ability to set goals and standards and monitor compliance
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of a variety of custodial supplies, materials and equipment
Experience in a diverse workplace



NEW:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	COORDINATOR TRAFFIC
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Assist the district by working with schools, facilities, municipalities, class cities, city officials, neighborhood associations and community stakeholders to develop safe and efficient traffic patterns surrounding JCPS properties

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Assess site plans and produce renderings of site maps
- Work with administration on evaluation and selection of site traffic plan
- Collaborate with schools and facilities on traffic flow
- Reviews and approves warehouse products for District traffic use
- Develops and delivers training for staff with newly selected traffic plans
- Enforces PPE and safety requirements
- Collaborates with Maintenance and Facilities Planning to ensure compliance with MUTCD
- Revises and updates existing traffic plans
- Conducts onsite traffic evaluations
- Works with community organizations (Safe kids, Safe routes to school)
- Develops and Manages relationships with key stakeholders (schools, facilities, municipalities, class cities, city officials, neighborhood and associations)
- Assists other JCPS Departments, Principals, Directors and employees as needed
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline.

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 20 lbs., pulling up to 20 lbs., and pushing up to 20 lbs. Feeling, grasping, hearing, standing, talking and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- Bachelor's degree
- Ability to read and interpret traffic plans, mechanical drawings, maps, blueprints, and traffic data
- Strong organizational skills

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

MUTCD Certification

Drone operator license

Experience in a diverse workplace



NEW REVISED:
07/17/2019
07/01/2024

Submitted:
07/16/2019
03/26/2024

JOB TITLE:	TRAINER CPR/FIRST AID Health and Safety
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 6 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8122
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Plans, develops, and manages training program for Automated External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR), First Aid, Bloodborne Pathogens, Stop the Bleed, and other programs as assigned in accordance with Department of Education and OSHA standards.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with contactors to facilitate health and safety programs (Automated External Defibrillator (AED), Adult and Pediatric Cardiopulmonary Resuscitation (CPR), First Aid, Stop the Bleed, etc.) administered by the Health, Safety, and Training Services Liaison position.

Provides training on Automated External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR), First Aid, Bloodborne Pathogens, Stop the Bleed, and required update training

~~Provides Cardiopulmonary Resuscitation (CPR) and required update training~~

Schedules training, and maintains visible calendar

Forwards completion cards/records to appropriate supervisors

Maintains computer database which includes roster of trained personnel, school location, recertification dates, and personnel information

Forwards reports and records to appropriate association(s) to obtain certificates

Reviews Automated External Defibrillator (AED) records for accuracy.

~~Maintains records and rosters for the CPR/First Aid program and forwards reports to appropriate association to obtain certificates~~

Assumes responsibility for maintenance and disinfecting of mannequins and other support items

Orders and maintains inventory and needed of supplies

Maintains current working knowledge of applicable OSHA standards, Department of Education standards, and certifying agency standards. Keeps programs updated with current requirements

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

~~The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

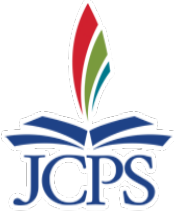
This work is conducted in an office setting, school-based setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 50 lbs., pulling up to 50 lbs., and pushing up to 50 lbs. Feeling, grasping, hearing, standing, talking and walking are required frequently (up to 75% of the workweek). Repetitive

motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Certified CPR and First Aid Instructor
Bloodborne Pathogens Training
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
National Safety Council Instructor certification
American Heart Association Instructor certification
Experience in a diverse workplace



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	TRAINER HEALTH AND SAFETY
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8122
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Plans, develops, and manages training program for Automated External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR), First Aid, Bloodborne Pathogens, Stop the Bleed, and other programs as assigned in accordance with Department of Education and OSHA standards.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Works with contactors to facilitate health and safety programs (Automated External Defibrillator (AED), Adult and Pediatric Cardiopulmonary Resuscitation (CPR), First Aid, Stop the Bleed, etc.) administered by the Health, Safety, and Training Services Liaison position.

Provides training on Automated External Defibrillator (AED), Cardiopulmonary Resuscitation (CPR), First Aid, Bloodborne Pathogens, Stop the Bleed, and required update training

Schedules training, and maintains visible calendar

Forwards completion cards/records to appropriate supervisors

Maintains computer database which includes roster of trained personnel, school location, recertification dates, and personnel information

Forwards reports and records to appropriate association(s) to obtain certificates

Reviews Automated External Defibrillator (AED) records for accuracy.

Assumes responsibility for maintenance and disinfecting of mannequins and other support items

Orders and maintains inventory and needed of supplies

Maintains current working knowledge of applicable OSHA standards, Department of Education standards, and certifying agency standards. Keeps programs updated with current requirements

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 50 lbs., pulling up to 50 lbs., and pushing up to 50 lbs. Feeling, grasping, hearing, standing, talking and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Certified CPR and First Aid Instructor

Bloodborne Pathogens Training

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

National Safety Council Instructor certification
--

American Heart Association Instructor certification

Experience in a diverse workplace



NEW:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	BUS TRAINEE TEMP
DIVISION	AS ASSIGNED
SALARY SCHEDULE/GRADE:	6 SUB-29
WORK YEAR:	AS NEEDED
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	SUBC

SCOPE OF RESPONSIBILITIES

Attends class in order to establish a commercial driver license, including Kentucky state bus driver certification. With a CDL permit, may be assigned to shadow at the compound or perform van driver duties by the area coordinator or the assistant area coordinator.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

With a CDL, operates the school bus in accordance with all laws, rules and regulations of the State Board of Education and the Jefferson County Public Schools

For training purposes, adheres to schedule and routes provided by transportation services

Reports promptly to the area/assistant coordinator if unable to perform assigned duties to allow adequate time for coverage

Utilizes acceptable student management techniques and follows established procedures for reporting student management concerns

Reports all accidents and/or injuries to assigned compound and transportation offices

Submits required reports and attends meetings when required by administrative staff

Completes appropriate form to report all vehicle safety and mechanical concerns

Provides effective communication with parents, students, community organizations, and District personnel

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

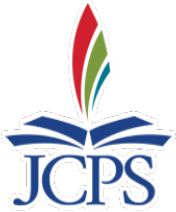
PHYSICAL DEMANDS

This work is completed outside of a building. This position has outside environmental conditions with no protection from weather conditions, temperature changes, or atmospheric conditions while working on performance responsibilities

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, climbing, crawling, and crouching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 75 lbs., pulling up to 75 lbs., and pushing up to 75 lbs. Bending, crouching, feeling, grasping, hearing, kneeling and talking are required frequently (up to 75% of the workweek). Driving, reaching, standing, repetitive motions, walking and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Valid Kentucky or Indiana driver's license with evidence of good driving record
Must be 21 years of age

DESIRABLE QUALIFICATIONS
Knowledge of school system policies and procedures
Experience in working with children
Effective communication skills
Experience in a diverse workplace



NEW:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	CLERK NUTRITION SERVICES OPERATIONS
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES

Responsible for completing all phases of household eligibility determinations, processing and reporting by the required deadlines. Ensures information is processed accurately and efficiently. Responsible for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures. Provides customer service and guidance to households and school staff regarding eligibility and account related questions; familiarity with and application of the laws and regulations controlling the unit or department and with unit/departmental functions, policies, and practices is required. Works under general supervision using a wide range of procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Effectively, professionally, and respectfully represents the department to households, school staff and other teams, works cooperatively with peers to deliver excellent customer service

Reviews all eligibility benefits forms and associated lists for complete and accurate information; classifies and processes data with great accuracy and efficiency following District, State and Federal guidance, policies, laws and regulations; assumes responsibility for the resolution to errors and exceptions; Manages workflow to meet deadlines

Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form. Assists with preparing, maintaining and updating data/information

Prepares and sends forms, notifications and correspondence to households and district staff and provides necessary follow-up. Fields calls and answers inquiries on said communication with professionalism, confidentiality and excellent customer service

Assist in creating, formatting and tabulating department materials and records

Establishes, maintains and services files in accordance with departmental policies and procedures; retrieves and forwards information as required; prepares related indices and cross references; archives records following record retention policies and procedures

Receives, classifies, and routes incoming telephone calls and correspondence; assumes responsibility for outgoing correspondence and packages

Processes requests for confidential student/household information; Approves or denies and enters ticket for permissions; trains end users

Successfully uses software/apps and operates computers, printers, scanners and other equipment as required

Completes in-depth research to verify households, reported income and eligibility determinations, and cafeteria transactions; completes and documents required processes and adjustments

Performs general office duties such as word processing, data entry on terminals, copying, answering phones, ordering, receiving and distribution goods and services, and maintaining an orderly office and supply area etc. to maintain smooth operation of the office

Assists department with training events and meeting set-up support, materials and documentation

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D. and working knowledge of business English, spelling and arithmetic

Two (2) years of clerical, data processing or foodservice experience

Successful experience with computer software/apps, and file management functions

Ability to communicate in a professional, courteous and effective manner

DESIRABLE QUALIFICATIONS

Ability to work well in a team situation and with various role groups

Demonstrated ability to display resourcefulness and tact in dealing with difficult situations

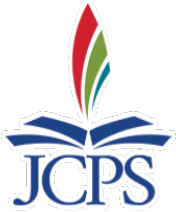
Efficient time management

Training or education in business practices and skills

Bilingual (English/Spanish) in oral and written communication

Experience using a computerized student information system

Experience in a diverse workplace



NEW: 07/01/2024 Submitted: 03/26/2024

JOB TITLE:	CLERK NUTRITION SERVICES RECORDS AND REPORTS
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	IA GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON- EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and/or specialized clerical duties including performing advanced clerical work requiring application of various complex work methods and procedures, through knowledge of the laws and regulations controlling Federal School Meal Programs and Nutrition Services' departmental functions, policies and practices. Provides customer service and guidance to households and school staff regarding information related to school meal programs, reports, and student accounts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Checks analyzes, and classifies materials and makes accurate and complete postings to complex departmental records and establishes and maintains files and filing systems in accordance with departmental policies and procedures

Combines information and material from several sources and transfers information from reports, codes numerically, and posts to a prepared code sheet, ledger, journal or form.

Maintains, tracks data and prepares complex reports and analysis.

Sets up and copies standard and complex tabulations

Establishes and maintains files and filing systems in accordance with departmental policies and procedures

Maintains year to year FY expenses by GL code for all expenses. Conducts limited research of records for information relating to job function

Prepares or assists in preparation of legal, statistical, or technical papers, documents, reports, and/or manuals

Successfully uses software and operates computers, printers and other equipment as required

Conducts limited research of records for information relating to job function and creates customized or specialized data sets or reports to meet department needs

Word processes and/or transcribes routine and non-routine, confidential and non-confidential reports, memoranda, letters and records; has unrestricted daily access to confidential nonpublic, information and material

Completes all trainings and other compliance requirements as assigned by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs.,

standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Two (2) years of manipulating Large datasets using Excel, Access, or other program (s)

Two (2) years of experience in secretarial-related experience in an office environment with excellent knowledge of general office procedures

Effective communications skills

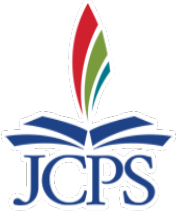
DESIRABLE QUALIFICATIONS

Experience in K-12 food service

Associate degree in business, finance, or hospitality

Effective time management

Experience in a diverse workplace



NEW: SUBMITTED:
07/01/2024 03/26/2024

JOB TITLE:	COORDINATOR NUTRITION SERVICES TECHNOLOGY
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	

SCOPE OF RESPONSIBILITIES

Coordinates the day-to-day activities of technology field operations to provide operational support for technology used in Nutrition Services. Effectively monitors work needed, provides support to ensure optimal and effective results and verifies work completion. Plans, manages and executes service and support procedures and executes technical tasks and training associated with the implementation of Department technology initiatives. Continually communicates with supervisor and District staff regarding technology repair processes and provides technical support to Department staff. Works with District IT, vendors and supervisor to ensure Department compliance with District, Federal, State and Department requirements.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assumes responsibility for training, supervising, assisting and evaluating Nutrition Services Field Technicians. Verifies the accuracy and completeness of work performed by assigned staff and effectively communicates ideas of improvement to management in a proactive manner

Monitors ticketing system to ensure proper usage, assignments and ensures efficient and complete resolution of tickets

Leads concurrent multiple hands-on projects and provides excellent and timely customer service by utilizing swift and polite business communications, fulfills requests on time, tracks progress and satisfies ad-hoc data, report, research or script requests

Serves as a Liaison to District IT department to ensure Department readiness and compliance with regards to District initiatives and upgrades, Service Level Agreements, District technology architectural standards, network, security, hardware policies and procedures and software approval

Manages operations and changes to Active Directory including security groups and memberships to ensure access control

Works with vendors and District IT to support on premise, virtual servers, cloud servers, networking and software utilized by Department

Researches emerging technologies or methodologies, develops standards and processes to facilitate the use of industry-standard best-practices in virtualization and Active Directory, and implements technology and processes to increase productivity and reduce operating costs

Demonstrates commitment to excellence and quality of service by constantly engaging with customers and the management to solicit feedback and improve on the services performed

Works directly with Nutrition Services customers to provide exceptional customer service via in person, phone, remote access, and email as needed, works cooperatively with peers and management, and provides prompt and courteous technical services to troubleshoot and resolve hardware, software, and other system issues

Investigates, conducts root-cause analysis, diagnoses, repairs, updates, documents, tests, and resolves problems related to District technology and systems. Employs pro-active strategies and industry-standard best practices to prevent problems and enhance the availability, reliability, and security of all district technology and systems

Prepares implementation plans and manages the rollout of installations, upgrades/updates and repairs of Department technology minimizing downtime, ensuring effective time management and delivering a successful outcome

Works with supervisor and stakeholders to develop and maintain technology specifications for Department; Evaluates and tests technology prior to purchase, Assists with formal and informal purchasing procedures in accordance with

JCPS Model Procurement as well as USDA/KDE requirements and guidance.
Maintains an accurate inventory of technology equipment for Department
Manages structure, access, operations and changes to Department SharePoint and shared files and folders to ensure access control and compliance with protocols and timelines
Provides support for Department products and services, including answering questions, interpreting schematics, troubleshooting problems, teaching or instructing customer regarding software or hardware functionality, and in communicating policies and best practices that promote information security and child nutrition program compliance
Ensures proper sanitation and disposal of technology equipment per District policy
Completes all training and other compliance requirements as assigned and by the designated deadline and stays current with certification(s) which may include out of town travel
Visit Central Office, Nutrition Service Center and School Kitchen offices regularly to inspect work, assess technology needs/upgrades and provide excellent customer service
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office, school-based, warehouse, and production/assembly line setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 50 lbs., pulling up to 50 lbs., and pushing up to 50 lbs. Feeling, grasping, hearing, standing, talking and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Associate degree in technology, computer science or related field and /or four (4) years direct experience in technology field service delivery in an enterprise setting

Minimum two (2) years demonstratable hands-on experience in the design, implementation and management of server infrastructure, Active Directory and storage solutions

In-depth knowledge of VOIP, hardware and software troubleshooting with hands-on servicing of technology systems

Excellent written and oral communication skills coupled with strong understanding of TCP/IP and network architecture and ability to effectively troubleshoot network related issues

Must be able to work with and independently of others with and without supervision

A current, relevant and industry-recognized certification, or the ability to successfully complete department-designated and department-paid certifications(s) within twelve (12) months of hire

Valid driver's license

DESIRABLE QUALIFICATIONS

Bachelor's degree

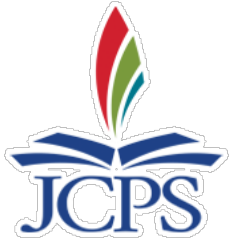
Hardware manufacturer certification

Project management experience and/or certification

Experience supporting technology found in K-12 organizations and/or food service industry

Experience as an effective supervisor

Experience in a diverse workplace



JOB TITLE:	INSPECTOR COORDINATOR PROJECTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE-5-7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8336
BARGAINING UNIT:	CLAP

NEW: Submitted:
 07/01/2019 06/11/2019
 07/01/2024 03/26/2024

SCOPE OF RESPONSIBILITIES

Performs on-site field inspection of contract work under Facility Planning and/or Capital Improvements Program. The areas of assignment are general contracting, mechanical engineering, and architectural engineering.

**PERFORMANCE RESPONSIBILITIES & EVALUATION
CRITERIA**

- Coordinates and manages construction projects under \$1 million dollars and single system replacement projects.
- Oversees architects or engineers during design of small construction projects
- Oversees contractors during construction
- Reviews plans of construction projects to ensure compliance with district standards
- Advises Executive Director of Facility Planning on validity of contractor pay requests
- ~~Inspects construction work for compliance with applicable building codes, drawings, and specifications~~
- ~~Submits written reports on projects inspected stating progress, work status, and contractors' compliance to contract documents~~
- ~~Advises contractors of unsatisfactory job situations and/or conditions~~
- ~~Coordinates inspection findings with corresponding inspectors of consulting architects/engineers of record~~
- ~~Advises Director Facility Planning on validity of contractor pay requests~~
- Reviews validity of change order requests for work and payment amount(s) submitted by contractors
- Coordinates schedules with principals, building heads and custodial staff
- ~~Consults and advises corresponding inspectors of consulting architects/engineers and contractors regarding specific field problems~~
- Maintains complete and comprehensive job files on each field project assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

~~The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.~~

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Five (5) years of successful construction experience in field related to assignment

Capable of reading and understanding contract documents, I.E., drawings, specifications, contracts, etc.

Basic understanding of project administration processes (construction management)

Background knowledge and interpretation of applicable building codes regulations

Valid driver's license

Demonstrated ability to prepare easily understood verbal or written correspondence

Effective communication skills

DESIRABLE QUALIFICATIONS

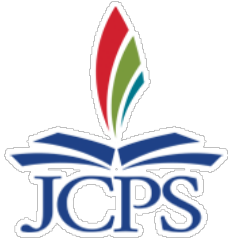
Bachelor's Degree or higher in field related to assignment

Drafting experience

Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



NEW: 07/01/2024
 Submitted: 03/26/2024

JOB TITLE:	COORDINATOR PROJECTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8336
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Performs on-site field inspection of contract work under Facility Planning and/or Capital Improvements Program. The areas of assignment are general contracting, mechanical engineering, and architectural engineering.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Coordinates and manages construction projects under \$1 million dollars and single system replacement projects.
- Oversees architects or engineers during design of small construction projects
- Oversees contractors during construction
- Reviews plans of construction projects to ensure compliance with district standards
- Advises Executive Director of Facility Planning on validity of contractor pay requests
- Reviews validity of change order requests for work and payment amount(s) submitted by contractors
- Coordinates schedules with principals, building heads and custodial staff
- Maintains complete and comprehensive job files on each field project assigned
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

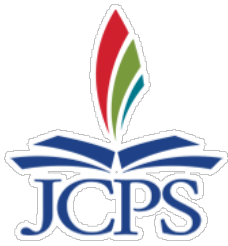
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- High School Diploma or G.E.D.
- Five (5) years of successful construction experience in field related to assignment
- Capable of reading and understanding contract documents, I.E., drawings, specifications, contracts, etc.

Basic understanding of project administration processes (construction management)
Background knowledge and interpretation of applicable building codes regulations
Valid driver's license
Demonstrated ability to prepare easily understood verbal or written correspondence
Effective communication skills
DESIRABLE QUALIFICATIONS
Bachelor's Degree or higher in field related to assignment
Drafting experience
Experience in a diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.



NEW: Revised:
07/01/2019
07/01/2024

Submitted:
06/11/2019
03/26/2024

JOB TITLE:	COORDINATOR INSPECTOR OF ROOFING PROJECTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5-7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8411
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Performs on-site field inspection of contract work under Facility Planning and/or Capital Improvements Program. The areas of assignment are general contracting, mechanical engineer, and architectural engineering.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- ~~Inspects all new or replacement roof installations on new or existing buildings installed by contractors~~
- Coordinates and manages all reroofing construction projects
- Oversees architects during design for reroofing projects
- Reviews plans for new and replacement roofs to ensure compliance with District standards
- Develops reroofing assessments and priorities for all JCPS buildings. Makes recommendations on future roof projects
- Coordinates schedules with principals, building heads and custodial staff
- Coordinates roof repairs/replacements ~~done by contractors~~ under \$30,000 by soliciting quotes from roofing companies
- Coordinates insurance roof repairs/replacements completed as emergency projects
- ~~Coordinates and supervises the in-house crew when working on in-house projects~~
- ~~Provides periodic review and inspection of District's roofs to assess condition and priority for repair or replacement~~
- ~~Makes recommendations to Director Facility Planning for roof replacement and repair priorities~~
- ~~Provides training to in-house roofers on a regular basis~~
- Updates and coordinates District roofing files for age, type, brand of materials, contractor and warranty information
- Advises in-house roofers on roof repairs
- ~~Inspects all new and replacement roof installations on new or existing buildings installed by contractors~~
- Advises Executive Director Facility Planning, Design and Construction Services on validity of contractor pay requests and change order requests
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

~~The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.~~

This work is conducted in an office setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): driving. The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful construction experience in field related to assignment

Experience reading and understanding contract documents, i.e., drawings, specifications, contracts, etc.

Experience applying project administration processes (construction management)

Knowledge of applicable building codes and regulations

Valid driver's license

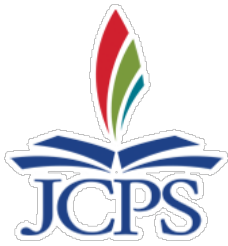
Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree in field related to assignment

Drafting experience

Experience in a diverse workplace



Revised: 07/01/2024
 Submitted: 03/26/2024

JOB TITLE:	COORDINATOR OF ROOFING PROJECTS
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8411
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Performs on-site field inspection of contract work under Facility Planning and/or Capital Improvements Program. The areas of assignment are general contracting, mechanical engineer, and architectural engineering.

**PERFORMANCE RESPONSIBILITIES & EVALUATION
CRITERIA**

- Coordinates and manages all reroofing construction projects
- Oversees architects during design for reroofing projects
- Reviews plans for new and replacement roofs to ensure compliance with District standards
- Develops reroofing assessments and priorities for all JCPS buildings. Makes recommendations on future roof projects
- Coordinates schedules with principals, building heads and custodial staff
- Coordinates roof repairs/replacements under \$30,000 by soliciting quotes from roofing companies
- Coordinates insurance roof repairs/replacements completed as emergency projects
- Updates and coordinates District roofing files for age, type, brand of materials, contractor and warranty information
- Advises in-house roofers on roof repairs
- Inspects all new and replacement roof installations on new or existing buildings installed by contractors
- Advises Executive Director Facility Planning, Design and Construction Services on validity of contractor pay requests and change order requests
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): driving. The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual

acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful construction experience in field related to assignment

Experience reading and understanding contract documents, i.e., drawings, specifications, contracts, etc.

Experience applying project administration processes (construction management)

Knowledge of applicable building codes and regulations

Valid driver's license

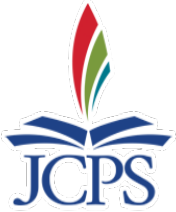
Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree in field related to assignment

Drafting experience

Experience in a diverse workplace



NEW: Revised: Submitted:
 07/17/2019 -07/16/2024
 07/01/2024 03/26/2024

JOB TITLE:	TECHNICIAN FIELD NUTRITION SERVICES
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	1B, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8380
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides installation, troubleshooting, and maintenance service for School and Community Nutrition Services' technology including, but not limited to, voice and data equipment, computing equipment, business machines, electronic and audio visual equipment, network, food production, **temperature monitoring**, manufacturing and warehousing equipment, and other district technology equipment **and peripherals**. Continually communicates with business owners, school technology coordinators and District staff regarding technology repair processes, and provides technical support to District **Department** staff. Effectively tracks and annotates work performed according to policies, procedures and performance standards mandated by management.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

~~Represents Nutrition Services to other teams and business owners, effectively, professionally and respectfully; works cooperatively with peers and superiors to cross train, and to deliver excellent customer service~~ **Works directly with Nutrition Services customers to provide exceptional customer service in person, via the phone, via remote access, and email as needed, works cooperatively with peers and management, and provides prompt and courteous technical services to troubleshoot and resolve hardware, software, and other system issues**

~~Researches, gathers and shares knowledge to develop better processes and creative solutions that improve technical support and streamline technology support operations on a continual basis~~ **Investigates, conducts root-cause analysis, diagnoses, repairs, updates, documents, tests, and resolves problems related to District technology and systems. Employs pro-active strategies and industry-standard best practices to prevent problems and enhance the availability, reliability, and security of all district technology and systems**

Installs, maintains, upgrades/updates and repairs Nutrition Services' equipment, legacy /VoIP telephones, business machines, networking and wireless equipment, electronic equipment associated with access contrail, interactive and other audio visual ~~classroom~~ equipment and all associated peripherals

Assists the Nutrition team with installation, upgrade, and maintenance of all networking peripherals including but not limited to **printers, PIN pads**, cabling, ports, switches, patch panels, wireless access points, **temperature monitoring equipment** and uses appropriate tools when provided

Provides support for the District's Nutrition Services' products and services, including answering questions, interpreting schematics, troubleshooting problems, teaching or instructing customer regarding software or hardware functionality, and in communicating policies and best practices that promote information security and child nutrition program compliance

~~Provides assistance and guidance on new technology purchased with federal funding throughout District, as well as maintains site inventory~~ **Uses effective time management to resolve issues on time to ensure customer satisfaction, eliminate downtime, and prevent cost overruns; organizes service tools and associated components to achieve accurate inventory and to maintain peak operational efficiency of all aspects of service delivery**

~~Communicates effectively and routinely with District staff and end users on District Nutrition Services technology~~ **Demonstrates commitment to excellence and quality of service by constantly engaging with customers and the management to solicit feedback and improve on the services performed**

Follows change management protocols, policies, procedures and performance standards and maintains accurate and well-organized inventory in fleet vehicle and keeps vehicle clean at all times

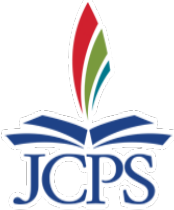
~~Performs~~ **Performs** proper sanitation and disposal of technology equipment per District policy and procedures and provides preventative maintenance, corrective repair services and verifies all of the work performed for accuracy and proper operation

Completes assigned tasks in a timely manner and effectively utilizes the ticketing system platform as required by management. Collects detailed information about the issue to categorize the request and determine the method of resolution. Documents details of the resolution and diagnosis in the ticketing system
Stays current on certification(s) by successfully completing updates and certification
Works closely with the management and other team leadership to support infrastructure related tasks, including, but not limited to, scripting virtual desktop infrastructure, data forensics, VoIP and other Active Directory related tasks
Maintains order, cleanliness and adequate tools, parts and equipment in stockroom(s), office and fleet vehicle
Provides effective support via remote services when possible and onsite when necessary
Completes all training and other compliance requirements as assigned and by the designated deadline and stays current with certification(s) which may include out of town travel
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull light medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.
This work is conducted in an office, school-based, warehouse, and production/assembly line setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 50 lbs., pulling up to 50 lbs., and pushing up to 50 lbs. Feeling, grasping, hearing, standing, talking and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
Associate's degree in electronics or related field and /or four (4) years of experience in maintaining and supporting food service technology and systems
In-depth knowledge of hardware and software troubleshooting with hands-on servicing of technology systems found in K-12 organizations and/or food service industry
Excellent written and oral communication skills coupled with strong understanding of TCP/IP and network architecture and ability to effectively troubleshoot network related issues
Must be able to work with and independently of others with and without supervision
A current, relevant and industry-recognized certification, or the ability to successfully complete department-designated and department-paid certifications(s) within twelve (12) months of hire
Valid driver's license

DESIRABLE QUALIFICATIONS
Bachelor's degree
Hardware manufacturer certification
Project management experience
Experience in a diverse workplace



Revised:
07/01/2024

SUBMITTED:
03/26/2024

JOB TITLE:	TECHNICIAN FIELD NUTRITION SERVICES
DIVISION:	OPERATIONS
SALARY SCHEDULE/GRADE:	1B, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8380
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES

Provides installation, troubleshooting, and maintenance service for School and Community Nutrition Services' technology including, but not limited to, voice and data equipment, computing equipment, business machines, electronic and audio visual equipment, network, food production, temperature monitoring, manufacturing and warehousing equipment, and other district technology equipment and peripherals. Continually communicates with business owners, school technology coordinators and District staff regarding technology repair processes, and provides technical support to Department staff. Effectively tracks and annotates work performed according to policies, procedures and performance standards mandated by management.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Works directly with Nutrition Services customers to provide exceptional customer service in person, via the phone, via remote access, and email as needed, works cooperatively with peers and management, and provides prompt and courteous technical services to troubleshoot and resolve hardware, software, and other system issues
- Investigates, conducts root-cause analysis, diagnoses, repairs, updates, documents, tests, and resolves problems related to District technology and systems. Employs pro-active strategies and industry-standard best practices to prevent problems and enhance the availability, reliability, and security of all district technology and systems
- Installs, maintains, upgrades/updates and repairs Nutrition Services' equipment, legacy /VoIP telephones, business machines, networking and wireless equipment, electronic equipment associated with access contrail, interactive and other audio visual equipment and all associated peripherals
- Assists the Nutrition team with installation, upgrade, and maintenance of all networking peripherals including but not limited to printers, PIN pads, cabling, ports, switches, patch panels, wireless access points, temperature monitoring equipment and uses appropriate tools when provided
- Provides support for Nutrition Services' products and services, including answering questions, interpreting schematics, troubleshooting problems, teaching or instructing customer regarding software or hardware functionality, and in communicating policies and best practices that promote information security and child nutrition program compliance
- Uses effective time management to resolve issues on time to ensure customer satisfaction, eliminate downtime, and prevent cost overruns; organizes service tools and associated components to achieve accurate inventory and to maintain peak operational efficiency of all aspects of service delivery
- Demonstrates commitment to excellence and quality of service by constantly engaging with customers and the management to solicit feedback and improve on the services performed
- Follows change management protocols, policies, procedures and performance standards and maintains accurate and well-organized inventory in fleet vehicle and keeps vehicle clean at all times
- Performs proper sanitation and disposal of technology equipment per District policy and procedures and provides preventative maintenance, corrective repair services and verifies all the work performed for accuracy and proper operation
- Collects detailed information about the issue to categorize the request and determine the method of resolution. Documents details of the resolution and diagnosis in the ticketing system
- Stays current on certification(s) by successfully completing updated certification
- Maintains order, cleanliness and adequate tools, parts and equipment in stockroom(s), office and fleet vehicle
- Provides effective support via remote services when possible and onsite when necessary
- Completes all training and other compliance requirements as assigned and by the designated deadline and stays current with certification(s) which may include out of town travel
- Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office, school-based, warehouse, and production/assembly line setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): driving, lifting up to 50 lbs., pulling up to 50 lbs., and pushing up to 50 lbs. Feeling, grasping, hearing, standing, talking and walking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

Associate's degree in electronics or related field and /or four (4) years of experience in maintaining and supporting food service technology and systems

In-depth knowledge of hardware and software troubleshooting with hands-on servicing of technology systems found in K-12 organizations and/or food service industry

Excellent written and oral communication skills coupled with strong understanding of TCP/IP and network architecture and ability to effectively troubleshoot network related issues

Must be able to work with and independently of others with and without supervision

A current, relevant and industry-recognized certification, or the ability to successfully complete department-designated and department-paid certifications(s) within twelve (12) months of hire

Valid driver's license

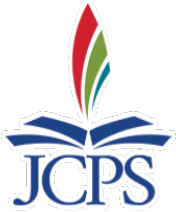
DESIRABLE QUALIFICATIONS

Bachelor's degree

Hardware manufacturer certification

Project management experience

Experience in a diverse workplace



NEW REVISED:
07/01/2019
07/01/2024

Submitted:
06/11/2019
03/26/2024

JOB TITLE:	ASSISTANT HOUSEKEEPING FACILITY MANAGEMENT
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8579
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists the Manager ~~Facility Management Housekeeping Services~~ by serving as a resource for all cost centers within the District and assisting with the planning and facilitation of training programs. Performs all phases of physical labor required within ~~housekeeping services Facility Management Department~~.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with planning and facilitating of training programs for substitute custodians, custodians, plant operator trainees, and plant operators: this includes initial employment, promotional, and annual training as well as on-going professional development programs

Assists with the development of training materials

Assists with ~~housekeeping Facility Management site-based~~ employee retraining as needed

Assists with the management of assignment of substitute and floater custodians

Assists with the evaluation of all District facilities and District ~~housekeeping Facility Management~~ evaluation programs

Assists cost centers with time and motion studies

Assists cost centers with scheduling of custodians

Assists cost centers with project and non-routine scheduling

~~Works closely with Coordinator Facility Management of night operations to ensure District needs are met~~

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

~~Regular, predictable performance is required for all performance responsibilities~~

~~This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments~~

PHYSICAL DEMANDS

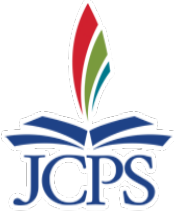
~~The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull medium weights.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

~~This work is conducted in an office setting, school based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.~~

~~The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).~~

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years successful experience in housekeeping custodial practices and procedure
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Plant operator experience
Experience in a diverse workplace
Experience working with multi-lingual employees



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	ASSISTANT FACILITY MANAGEMENT
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8579
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Assists the Manager Facility Management by serving as a resource for all cost centers within the District and assisting with the planning and facilitation of training programs. Performs all phases of physical labor required within Facility Management Department.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with planning and facilitating of training programs for substitute custodians, custodians, plant operator trainees, and plant operators: this includes initial employment, promotional, and annual training as well as on-going professional development programs

Assists with the development of training materials

Assists with Facility Management site-based employee retraining as needed

Assists with the management of assignment of substitute and floater custodians

Assists with the evaluation of all District facilities and District Facility Management evaluation programs

Assists cost centers with time and motion studies

Assists cost centers with scheduling of custodians

Assists cost centers with project and non-routine scheduling

Works closely with Coordinator Facility Management of night operations to ensure District needs are met

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by supervisor

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to various worksites throughout JCPS based on caseload/programmatic assignments

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years successful experience in custodial practices and procedure

Valid driver's license

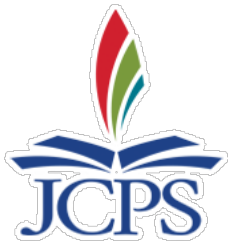
Effective communication skills

DESIRABLE QUALIFICATIONS

Plant operator experience

Experience in a diverse workplace

Experience working with multi-lingual employees



Revised:
05/05/2021
07/01/2024

Submitted:
05/04/2021
03/26/2024

JOB TITLE:	COORDINATOR HOUSEKEEPING SERVICES SPECIALIST FACILITY MANAGEMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6-9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8178
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Manages ~~and~~ supervises and supports Facility Management Coordinators ~~Area Housekeeping Supervisors~~, Plant Operator Trainees and Lead Utility Worker to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard

Assists with development and execution of professional training programs, including ~~custodial~~ in-service and seminars for ~~housekeeping area supervisors~~ Facility Management Coordinators, plant operators, plant operator trainees, sub plant operators ~~night leads~~, custodians, ~~and~~ substitute ~~custodians and temporary employees~~

Manages, ~~and~~ supervises and supports Facility Management Coordinators ~~Housekeeping area supervisors~~ with daily operations

Manages, supervises and supports all aspects of the Plant Operator Trainee Program (Recruiting, Interviewing, Assignments, etc.) Ensures refresher training courses take place throughout the year for a successful transition into a leadership role as a Plant Operator

Assists with development of Excel and Google documents to improve communication and efficiency of daily operations within Facility Management

Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment

Assumes responsibility for technology, time clocks and absence management programs as well as training

Approves supply orders for schools and ensures supplies are ordered in a timely manner

Assists with equipment orders and equipment inventory across the district. Makes equipment recommendations for purchasing and replacement to support Facility Management site-based employees

Assists with the production of professional training films, instructional programs, and preparation of the written ~~housekeeping~~ Facility Management manual

~~Assists with supervision~~ Supervises ~~of~~ plant operator trainees ~~and substitute custodians~~, evaluates their work performance, and initiates disciplinary action as necessary

Oversees-Participates the interview process to screen and select quality applicants for ~~entry level housekeeping~~ Facility Management positions

Assists with time studies when applicable

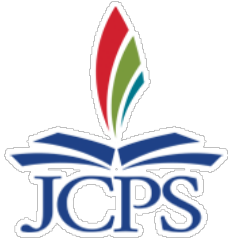
Develops and manages department awards and recognition programs to celebrate employee accomplishments

Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned

Evaluates staff as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by the Manager Housekeeping Services Director of Facility Management
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS
The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull lightweights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.
This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years of successful experience in housekeeping practices and procedures or other equivalent experience
Valid driver's license
Effective communication skills
DESIRABLE QUALIFICATIONS
Experience managing housekeeping programs and personnel
Bachelor's degree
Knowledge of a variety of housekeeping supplies, materials and equipment
Experience in a diverse workplace
Ability to communicate with multi-lingual employees



Revised:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	SPECIALIST FACILITY MANAGEMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8178
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Manages supervises and supports Facility Management Coordinators, Plant Operator Trainees and Lead Utility Worker to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

**PERFORMANCE RESPONSIBILITIES & EVALUATION
CRITERIA**

- Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
- Assists with development and execution of professional training programs, including in-service and seminars for Facility Management Coordinators, plant operators, plant operator trainees, sub plant operators, custodians, substitute and temporary employees
- Manages, supervises and supports Facility Management Coordinators with daily operations
- Manages, supervises and supports all aspects of the Plant Operator Trainee Program (Recruiting, Interviewing, Assignments, etc.) Ensures refresher training courses take place throughout the year for a successful transition into a leadership role as a Plant Operator
- Assists with development of Excel and Google documents to improve communication and efficiency of daily operations within Facility Management
- Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment
- Assumes responsibility for technology, time clocks and absence management programs as well as training
- Approves supply orders for schools and ensures supplies are ordered in a timely manner
- Assists with equipment orders and equipment inventory across the district. Makes equipment recommendations for purchasing and replacement to support Facility Management site-based employees
- Assists with the production of professional training films, instructional programs, and preparation of the written Facility Management manual
- Supervises plant operator trainees, evaluates their work performance, and initiates disciplinary action as necessary
- Oversees the interview process to screen and select quality applicants for Facility Management positions
- Assists with time studies when applicable
- Develops and manages department awards and recognition programs to celebrate employee accomplishments
- Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
- Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by the Director of Facility Management
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office setting. This position has inside environmental conditions with protection from weather conditions but not necessarily from temperature changes or atmospheric conditions while working on performance responsibilities.

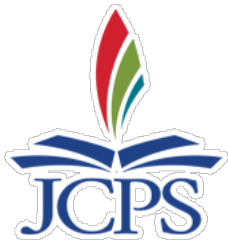
This position requires the following physical activities rarely (up to 25% of the workweek): balancing, bending, climbing, crawling, crouching, driving, kneeling, and reaching. The following physical activities are required occasionally (up to 50% of the workweek): lifting up to 20 lbs., pulling up to 20 lbs., pushing up to 20 lbs., standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

- | |
|--|
| High School Diploma or G.E.D. |
| Three (3) years of successful experience in housekeeping practices and procedures or other equivalent experience |
| Valid driver's license |
| Effective communication skills |

DESIRABLE QUALIFICATIONS

- | |
|--|
| Experience managing housekeeping programs and personnel |
| Bachelor's degree |
| Knowledge of a variety of housekeeping supplies, materials and equipment |
| Experience in a diverse workplace |
| Ability to communicate with multi-lingual employees |



REVISED: Submitted:
 07/01/2023 03/28/2023
 07/01/2024 03/26/2024

JOB TITLE:	EXECUTIVE DIRECTOR FACILITIES ENVIRONMENTAL HEALTH AND SAFETY SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 13 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8454
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides overall leadership and direction for the environmental health and safety of all JCPS facilities including safety inspections, OSHA/EPA compliance, campus safety, custodial housekeeping services in support of the school District's mission.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans, inspects, implements, and evaluates efficiency and effectiveness of environmental services and District safety programs including employee safety, pedestrian/vehicular safety and a District-wide recycling program
Coordinates, plans, evaluates and provides general oversight to the District's environmental health and safety services, and employee safety activities, including asbestos, toxic materials, radon, OSHA, EPA, public health and safety, and hazardous materials programs
Oversees the centralized management of district-wide housekeeping and custodial services of the district
Works with state fire marshal's office for compliance with all fire code regulations; coordinates the management of underground storage tanks and heating oil tanks
Identifies sources of environmental pollutants and coordinates field tests and investigations designed to obtain data for use in determining methods of controlling pollutants in air, water, and soil, using knowledge of principles and applied technologies
Administers and coordinates collection of environmental samples such as dust, gases, vapors, oils and other potentially toxic materials for analysis; keeps various records and log books up-to-date as required; supervises the management of all tanks for compliance with all regulations
Investigates conditions that may affect employee health and safety and takes appropriate action at critical phases, reporting immediately any hazardous or unsafe conditions and a plan of action to alleviate the condition
Conducts training sessions and participates in educational meetings to instruct employees in matters pertaining to occupational health and environmental health/protection issues
Administers the Alcohol and Controlled Substance Program
Oversees the JCPS Contractor Badging Program and supports the Employee Badging Program
Administers a Cardiopulmonary Resuscitation and First Aid Training Program to appropriate JCPS personnel
Assumes responsible for the management, supervision, and continued compliance of the Bloodborne Pathogen Program, Asbestos Management Program, and Radon Reduction Program
Stays current and is thoroughly familiar with federal and state health and safety standards and writes technical manuals in areas of responsibility where required
Develops collaborative relationships with building Principals and site managers in an effort to provide quality maintenance with minimum interruption of services

Develops metrics to measure productivity, performance and effectiveness of programs and services; reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources
Directs the preparation and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standards
Oversees professional training programs, to include custodial in-service and seminars for plant operators, plant operator trainees, night leads, custodians and substitute custodians
Oversees bid specifications and evaluation programs for selection of quality custodial supplies and equipment
Oversees the production of professional training films, instructional programs, housekeeping manual
Reviews the quarterly evaluations of housekeeping services at each facility
Administers district-wide recycling program
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

~~The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.~~

~~This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.~~

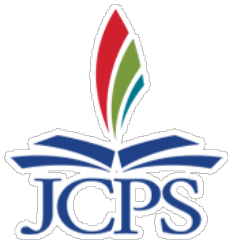
~~The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing, crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).~~

MINIMUM QUALIFICATIONS

Bachelor's Degree in related field
Three (3) years of successful experience in area of assignment
Licensed in pest control and water treatment operation
Knowledge of the safety and technical manuals related to area of assignment
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree in area of environmental science
Successful leadership and supervision experience
Experience in a diverse workplace



REVISED: 07/01/2024
 Submitted: 03/26/2024

JOB TITLE:	DIRECTOR FACILITIES ENVIRONMENTAL AND SAFETY SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 12
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8454
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES
Provides overall leadership and direction for the environmental health and safety of all JCPS facilities including safety inspections, OSHA/EPA compliance, campus safety, in support of the school District's mission.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans, inspects, implements, and evaluates efficiency and effectiveness of environmental services and District safety programs including employee safety, pedestrian/vehicular safety and a District-wide recycling program
Coordinates, plans, evaluates and provides general oversight to the District's environmental health and safety services, and employee safety activities, including asbestos, toxic materials, radon, OSHA, EPA, public health and safety, and hazardous materials programs
Works with state fire marshal's office for compliance with all fire code regulations; coordinates the management of underground storage tanks and heating oil tanks
Identifies sources of environmental pollutants and coordinates field tests and investigations designed to obtain data for use in determining methods of controlling pollutants in air, water, and soil, using knowledge of principles and applied technologies
Administers and coordinates collection of environmental samples such as dust, gases, vapors, oils and other potentially toxic materials for analysis; keeps various records and log books up-to-date as required; supervises the management of all tanks for compliance with all regulations
Investigates conditions that may affect employee health and safety and takes appropriate action at critical phases, reporting immediately any hazardous or unsafe conditions and a plan of action to alleviate the condition
Conducts training sessions and participates in educational meetings to instruct employees in matters pertaining to occupational health and environmental health/protection issues
Administers the Alcohol and Controlled Substance Program
Oversees the JCPS Contractor Badging Program and supports the Employee Badging Program
Administers a Cardiopulmonary Resuscitation and First Aid Training Program to appropriate JCPS personnel
Assumes responsible for the management, supervision, and continued compliance of the Bloodborne Pathogen Program, Asbestos Management Program, and Radon Reduction Program
Stays current and is thoroughly familiar with federal and state health and safety standards and writes technical manuals in areas of responsibility where required
Develops collaborative relationships with building Principals and site managers in an effort to provide quality maintenance with minimum interruption of services
Develops metrics to measure productivity, performance and effectiveness of programs and services; reviews metrics continually to make decisions which optimize the effectiveness of services with available financial and human resources

Directs the preparation and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standards
Oversees the production of professional training films, instructional programs
Administers district-wide recycling program
Performs other duties as assigned by supervisor
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Evaluates staff as assigned
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

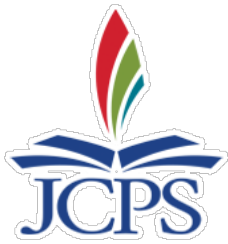
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MINIMUM QUALIFICATIONS

Bachelor's Degree in related field
Three (3) years of successful experience in area of assignment
Licensed in pest control and water treatment operation
Knowledge of the safety and technical manuals related to area of assignment
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's Degree in area of environmental science
Successful leadership and supervision experience
Experience in a diverse workplace



NEW: Submitted:
 07/17/2019 07/16/2019
 07/01/2024 03/26/2024

JOB TITLE:	SUPERVISOR VEHICLE MAINTENANCE FLEET MANAGEMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8789
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises the maintenance of school buses and Board owned cars and trucks. Responsible for purchasing of new vehicles per KDE specifications and oversees fuel service at all bus compounds/garages.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Supervises and coordinates the general maintenance of all vehicles
- Assists in supervising compound attendants and their job responsibilities
- Assists in scheduling interviews for mechanics, supervisors and make recommendations
- Conducts in-service training sessions with mechanics to ensure the unit stays abreast of the latest technological development in automotive repair
- Conducts evaluations of the productivity of employees and makes appropriate recommendations concerning an employee's performance
- Recommends measures to improve efficiency, production and new equipment purchases for the fleet
- Tracks all safety training, Automotive Service Excellence certification, Commercial Driver's License certification, Department of Transportation physicals for all employees and maintains a database of employees
- Assists in all warranty issues for buses and support vehicles
- Assists with revisions and implementation of Vehicle Maintenance Department Standard Operating Procedures
- Assists with bid specifications for replacement support vehicles: engine, tire size, etc. for standardization of support vehicles
- Represents Jefferson County Schools on Kentucky School Bus Specification Committee
- Evaluates staff as assigned
- Performs all other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Regular, predictable performance is required for all performance responsibilities**
- This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction**

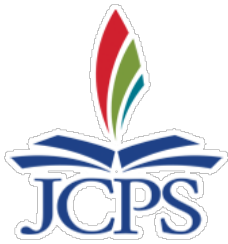
PHYSICAL DEMANDS

~~The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.~~

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The following physical activities are required occasionally (up to 50% of the workweek): balancing, bending, climbing crouching, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., pushing up to 50 lbs., reaching, standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Successful experience in requisitions and in budget preparation and control preparing
Ability to communicate effectively, organize and supervise employees
DESIRABLE QUALIFICATIONS
ASE Master Certification
Previous experience as administrator or vehicle maintenance in urban school district
Skills in preparing written composition
Ability to work with people in a positive manner
Experience in a diverse workplace



NEW:
07/01/2024

Submitted:
03/26/2024

JOB TITLE:	SUPERVISOR FLEET MANAGEMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 8
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8789
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Supervises the maintenance of school buses and Board owned cars and trucks. Responsible for purchasing of new vehicles per KDE specifications and oversees fuel service at all bus compounds/garages.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises and coordinates the general maintenance of all vehicles

Assists in supervising compound attendants and their job responsibilities

Assists in scheduling interviews for mechanics, supervisors and make recommendations

Conducts in-service training sessions with mechanics to ensure the unit stays abreast of the latest technological development in automotive repair

Conducts evaluations of the productivity of employees and makes appropriate recommendations concerning an employee's performance

Recommends measures to improve efficiency, production and new equipment purchases for the fleet

Tracks all safety training, Automotive Service Excellence certification, Commercial Driver's License certification, Department of Transportation physicals for all employees and maintains a database of employees

Assists in all warranty issues for buses and support vehicles

Assists with revisions and implementation of Vehicle Maintenance Department Standard Operating Procedures

Assists with bid specifications for replacement support vehicles: engine, tire size, etc. for standardization of support vehicles

Represents Jefferson County Schools on Kentucky School Bus Specification Committee

Evaluates staff as assigned

Performs all other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Regular, predictable performance is required for all performance responsibilities

This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

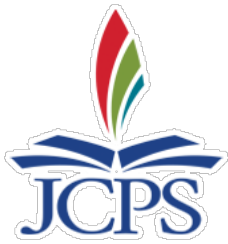
PHYSICAL DEMANDS

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standing, and walking. Feeling, grasping, hearing, and talking are required frequently (up to 75% of the workweek). Repetitive motions and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Successful experience in requisitions and in budget preparation and control preparing
Ability to communicate effectively, organize and supervise employees
DESIRABLE QUALIFICATIONS
ASE Master Certification
Previous experience as administrator or vehicle maintenance in urban school district
Skills in preparing written composition
Ability to work with people in a positive manner
Experience in a diverse workplace



NEW: Submitted:
 07/01/202 03/26/2024
 4

JOB TITLE:	COORDINATOR NIGHT OPERATIONS FACILITY MANAGEMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

Manages and supervises all aspects of Facility Management in an assigned area, providing on-site support, training and technical assistance to site-based employees (Plant Operators, Plant Operator Trainees, Team Leads, Facility Management Assistant, Custodians, Substitute and Temporary Employees) as necessary in all areas of Facility Management. Ensures employees are customer service oriented; buildings are safe, clean and healthy. Responsible for safety and compliance with industry standards that is suitable for students and staff. Responsible for completion and follow-up of routine inspections; communicates important program information to all stakeholders and assists in the development of instructional and informational materials related to the area of assignment. Collaborates with Human Resources regarding services related to recruitment, interviews, hiring and payroll. Communicates with Employee Relations regarding employee evaluation processes and assists with due process procedures. Ensures all building level maintenance tasks are completed according to JCPS procedures.

**PERFORMANCE RESPONSIBILITIES & EVALUATION
CRITERIA**

- Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard
- Assists with development and execution of professional training programs, including in-service and seminars for, plant operators, plant operator trainees, night leads, custodians, and substitute and temporary employees. Organizes and trains personnel in floor care, equipment and technology to improve skills, knowledge and improve work efficiency
- Manages and supervises Custodians, Substitute and Temporary Employees. Evaluates their work performance and initiates due process procedures as necessary
- Communicates important information to employees in a timely manner to ensure efficiency of operations
- Orders needed supplies as well as monitoring inventory and budgets
- Informs the administrative staff in the department of the inspection status of each location visited and evaluated
- Interviews and hires Facility Management employees in a timely manner to ensure safety and efficiency of operations
- Monitors chemical safety practices in all schools and makes recommendations for improvement
- Collaborates with Human Resources, Employee Relations, and Facility Management administrators to address employee performance and other issues in accordance with district requirements
- Attends construction meetings to ensure buildings have the necessary support for a successful transition for the first day of school
- Provides support for building emergencies (Floods, National Disasters, Inclement Weather, etc.) to ensure buildings are safe for students and staff
- Reviews and advises Plant Operators and Plant Operator Trainees on efficient procedures for safety, cleanliness, supply storage, use of equipment, equipment inventory, improved efficiency, and scheduling of work assignment

for the most optimum use of assigned labor
Responsible for night operations; assigning team leads, housekeeping assistant, substitute and temporary employees to ensure district needs are met
Assists with enforcement of safety policies and procedures
Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor
Regular, predictable performance is required for all performance responsibilities
This position requires reporting to the assigned JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is conducted in an office setting, school-based setting, warehouse setting, production/assembly line setting and outside of a building. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

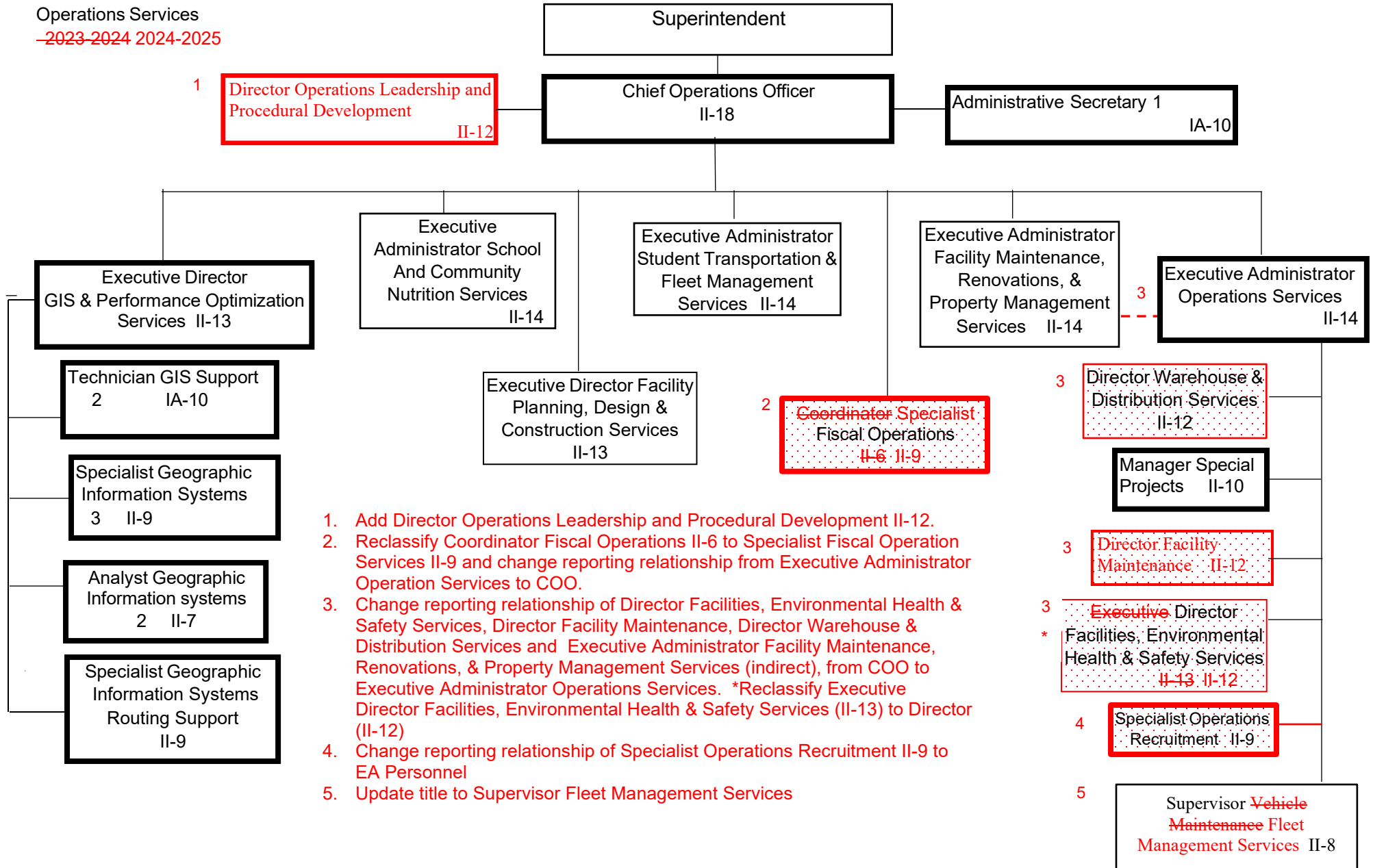
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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.
Three (3) years successful experience in housekeeping practices and procedures or other equivalent experience
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel
Completion of (2) years of college work in Management
Knowledge of a variety of housekeeping supplies, chemical safety and equipment as well as industry standards
Experience in a diverse work place
Ability to communicate with multi-lingual employees

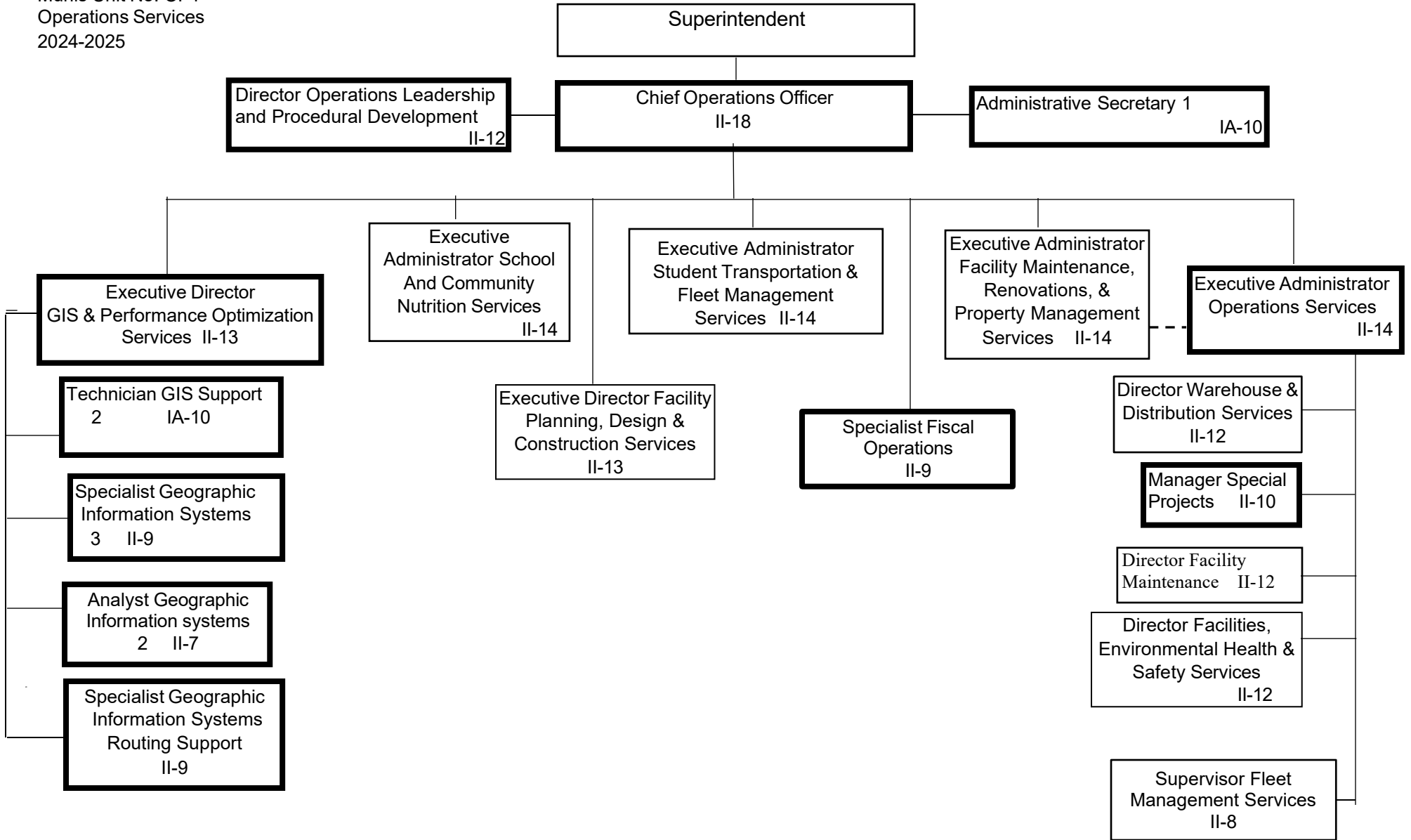


Summary:

General Fund Positions: 15
 Categorical Fund Positions: 0

H-1

Submitted: 01/23/2024 03/26/2024
 Effective: 04/24/2024 07/01/2024

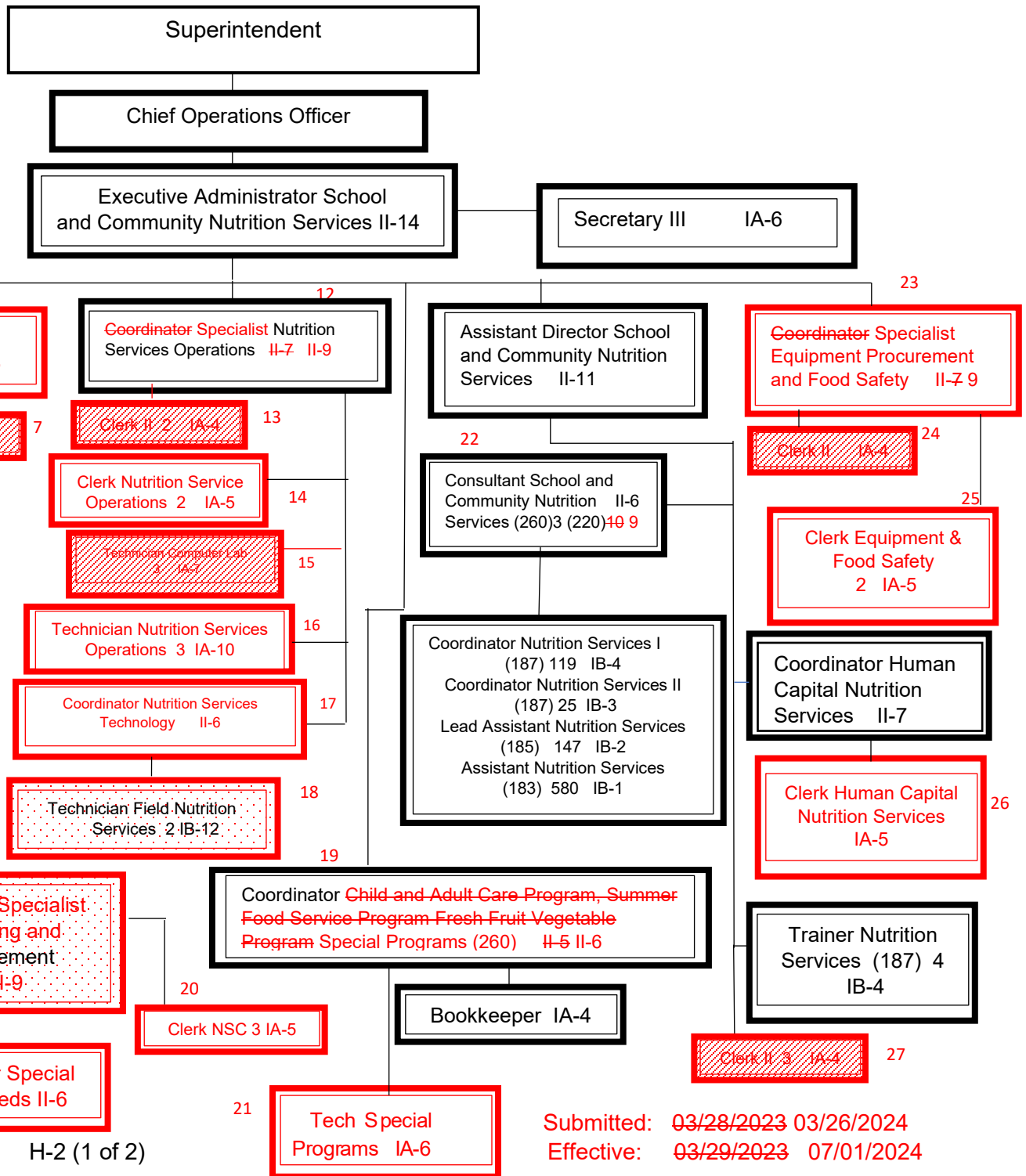


Summary:

General Fund Positions: 15
 Categorical Fund Positions: 0

H-1

Submitted: 03/26/2024
 Effective: 07/01/2024



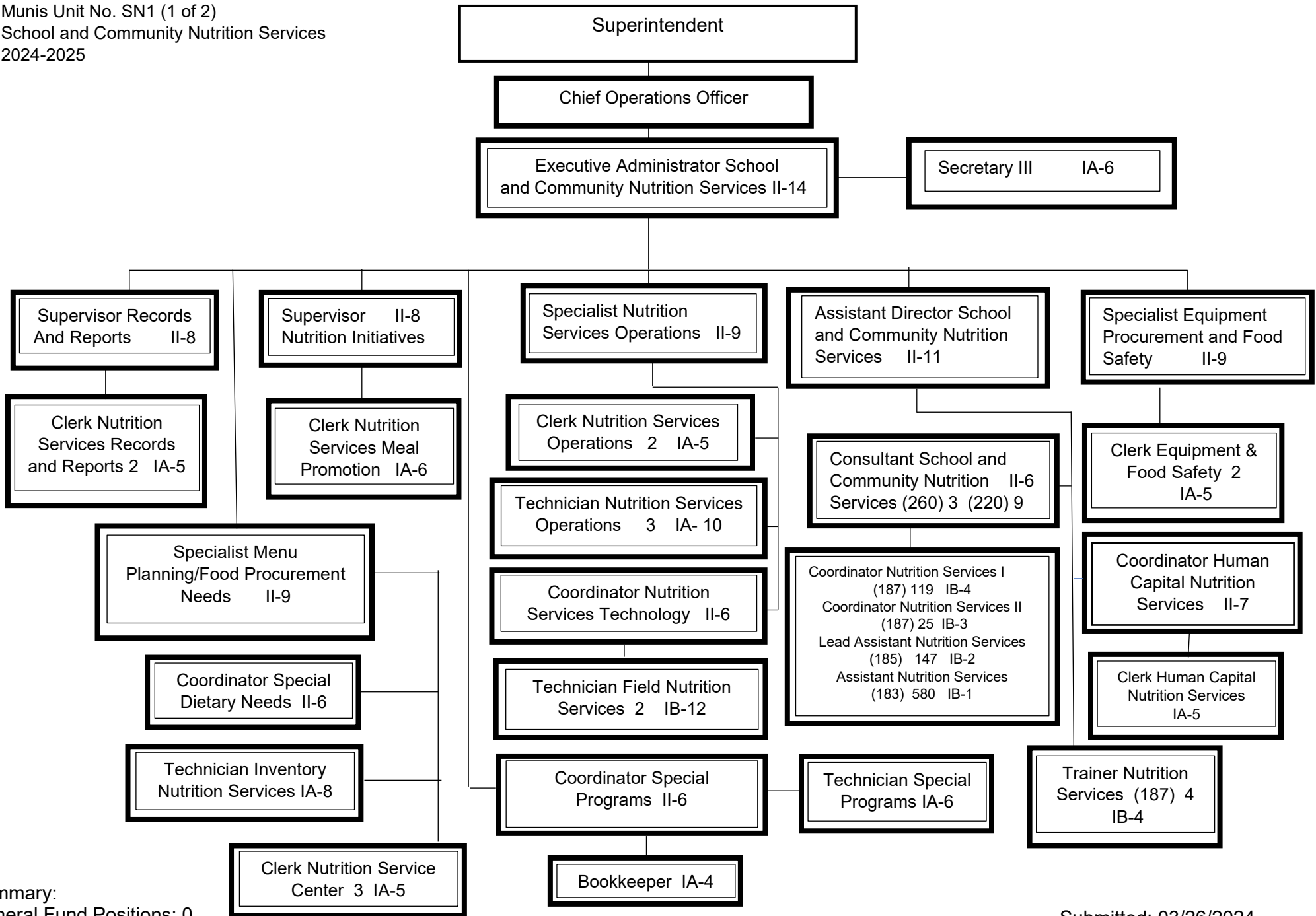
Summary:
 General Fund Positions: 0
 Categorical Fund Positions: 945- 914

H-2 (1 of 2)

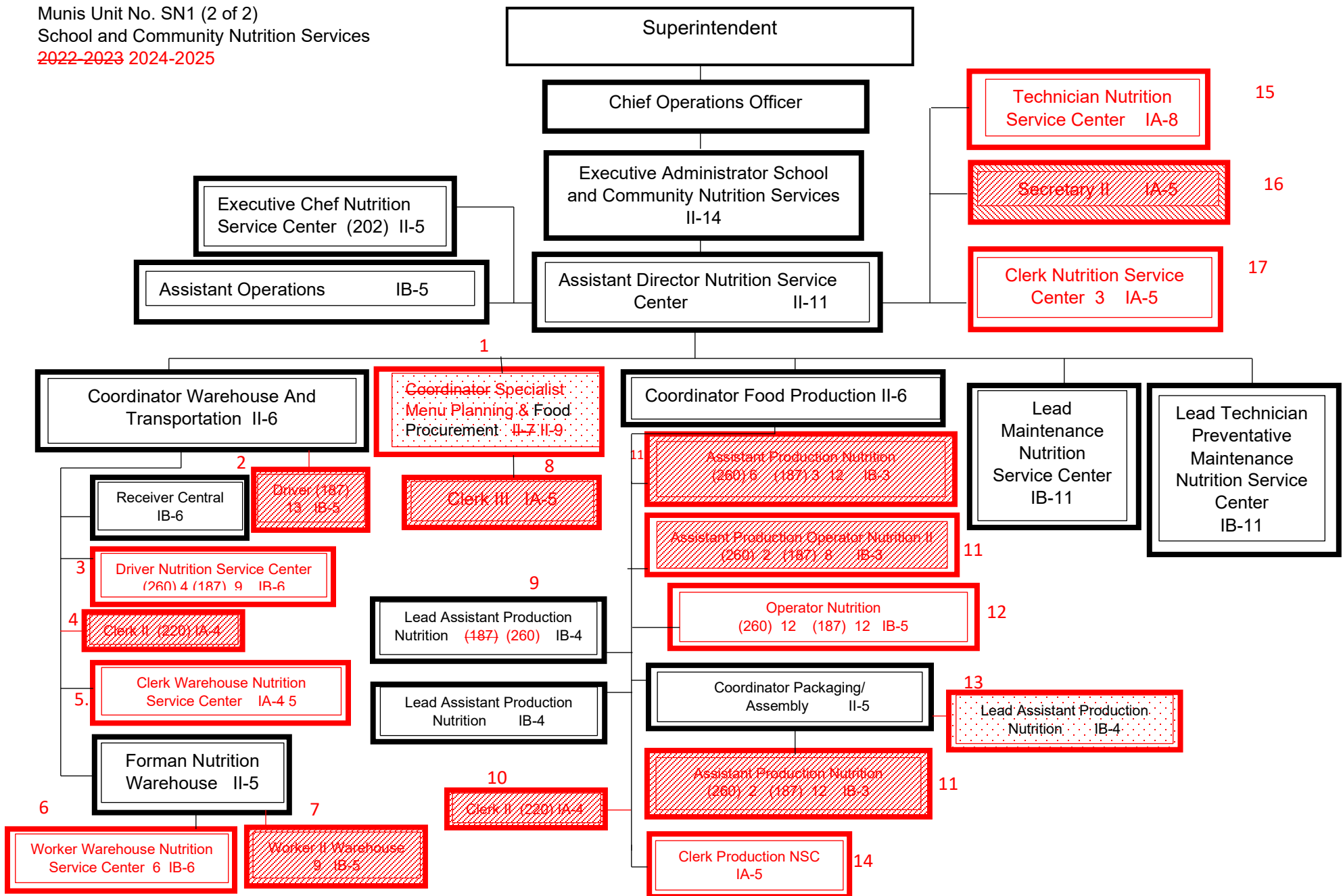
Submitted: 03/28/2023 03/26/2024
 Effective: 03/29/2023 07/01/2024

H-2 (1 of 2)

1. Reclassify Coordinator Records and Reports (II-7) to Supervisor of Records and Reports (II-8)
2. Delete two (2) Clerk II positions
3. Add Clerk Nutrition Services Records/Reports (IA-5)
4. Delete Coordinator Menu Planning and Special Dietary Needs
5. Delete Technician Dietetic
6. Reclassify Coordinator of Nutrition Initiatives (II-7) to Supervisor of Nutrition Initiatives (II-8)
7. Delete Clerk II
8. Add Clerk Nutrition Services Meal Promotion
9. Reclassify Coordinator of Food Procurement (II-7) to Specialist menu Planning and Food Procurement (II-9) and change reporting relationship to Exec. Administrator SCNS
10. Add Technician Inventory Nutrition Services IA-8
11. Add Coordinator of Special Dietary Needs
12. Reclassify Coordinator of Nutrition Services Operations (II-7) to Specialist Nutrition Services Operations (II-9)
13. Delete two (2) Clerk II positions
14. Add two (2) Clerk Nutrition Services Operations (IA-5) and change job description and title to align with role and responsibilities
15. Delete Technician Computer Lab
16. Add Technician Nutrition Services Operations
17. Add Coordinator Nutrition Services Technology (II-6)
18. Change reporting relationship of Technician Field Nutrition Services to Coordinator Nutrition Services Technology
19. Reclassify Coordinator Child and Adult Care Food Program, Summer Food Service Program, Fresh Fruit and Vegetable Program (II-5) to Coordinator Special Programs (II-6)
20. Add three (3) Clerk Nutrition Services Center
21. Add Technician Special Programs (IA-6)
22. Delete one (1) Consultant SCNS (220)
23. Reclassify Coordinator Equipment Procurement and Food Safety (II-7) to Specialist Equipment Procurement and Food Safety (II-)
24. Delete one (1) Clerk II position
25. Add two (2) Clerk Equipment & Food Safety
26. Add Clerk Human Capital Nutrition Services
27. Delete three (3) Clerk II positions



Summary:
 General Fund Positions: 0
 Categorical Fund Positions: 914



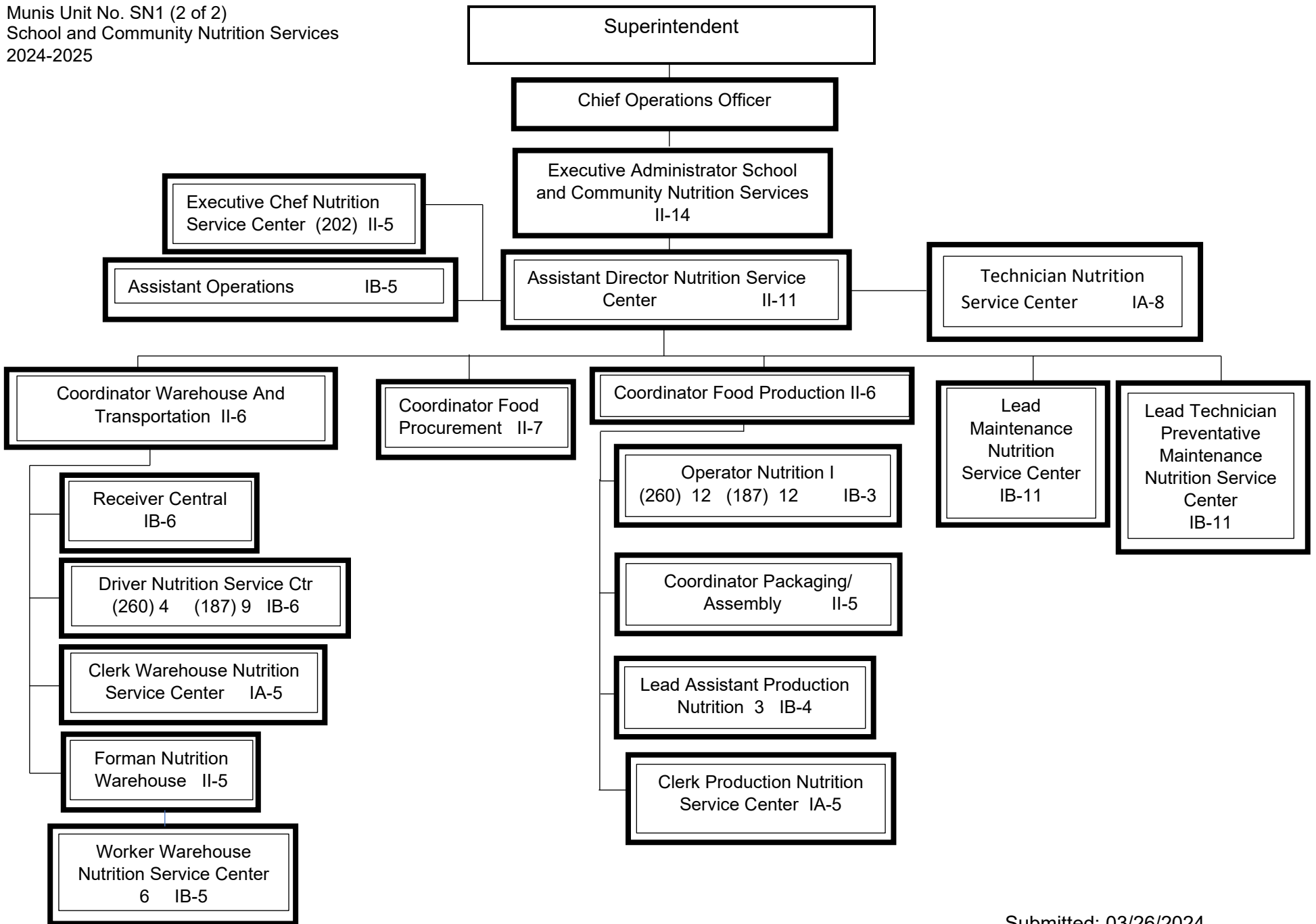
Summary:

General Fund Positions: 0
 Categorical Fund Positions: 76 50

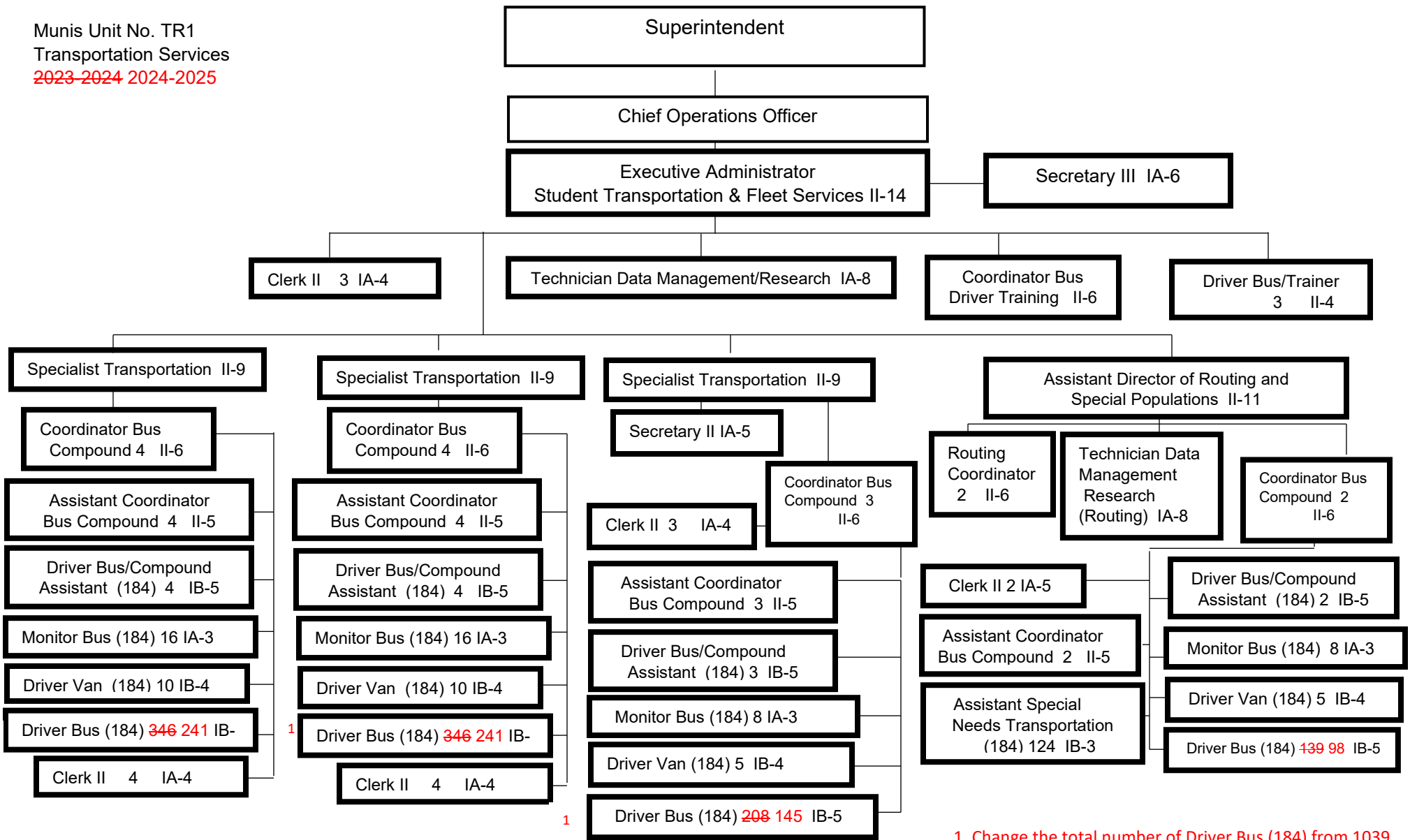
Submitted: 04/17/2023 03/26/2024
 Effective: 04/18/2023 07/01/2024

H-2 (2 of 2)

1. Reclassify Coordinator of Food Procurement (II-7) to Specialist menu Planning and Food Procurement (II-9) and change reporting relationship to Exec. Administrator SCNS
2. Delete thirteen (13) Driver positions
3. Add thirteen Driver Nutrition center positions (4 260-day and 9 187-day)
4. Delete Clerk II position
5. Add Clerk Warehouse Nutrition Services Center (IA-5)
6. Add six (6) Worker Warehouse Nutrition Service Center (IB-6)
7. Delete nine (9) vacant Worker Warehouse positions
8. Delete Clerk III position
9. Update days for Lead Assistant Production from 187 to 260
10. Delete Clerk II position
11. Delete thirty-on (31) Assistant Production Nutrition positions
12. Add twenty-four (24) Operator Nutrition positions
13. Change reporting relationship of Lead Assistant Production to Coordinator Food Production
14. Add one Clerk Production NSC position
15. Add Technician Nutrition Service Center
16. Delete Secretary III position
17. Add three (3) Clerk Nutrition Service Center



Summary:
 General Fund Positions: 0
 Categorical Fund Positions: 50



1. Change the total number of Driver Bus (184) from 1039 to 725 proportionately among compounds.

Summary:

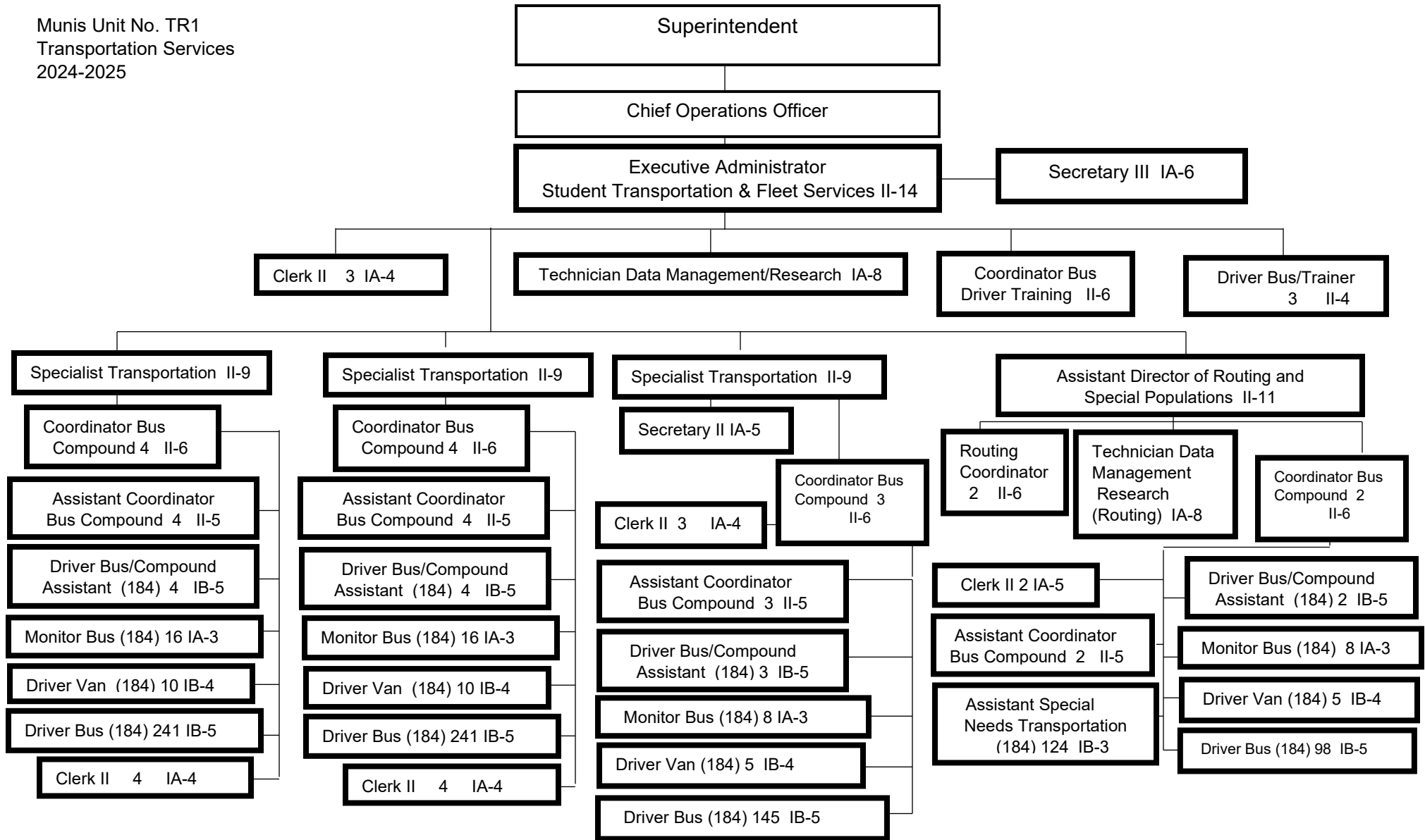
General Fund Positions: ~~1311~~ 997

Categorical Fund Positions: 0

H-3

Submitted: ~~01/23/2024~~ 03/26/2024

Effective: ~~01/24/2024~~ 07/01/2024



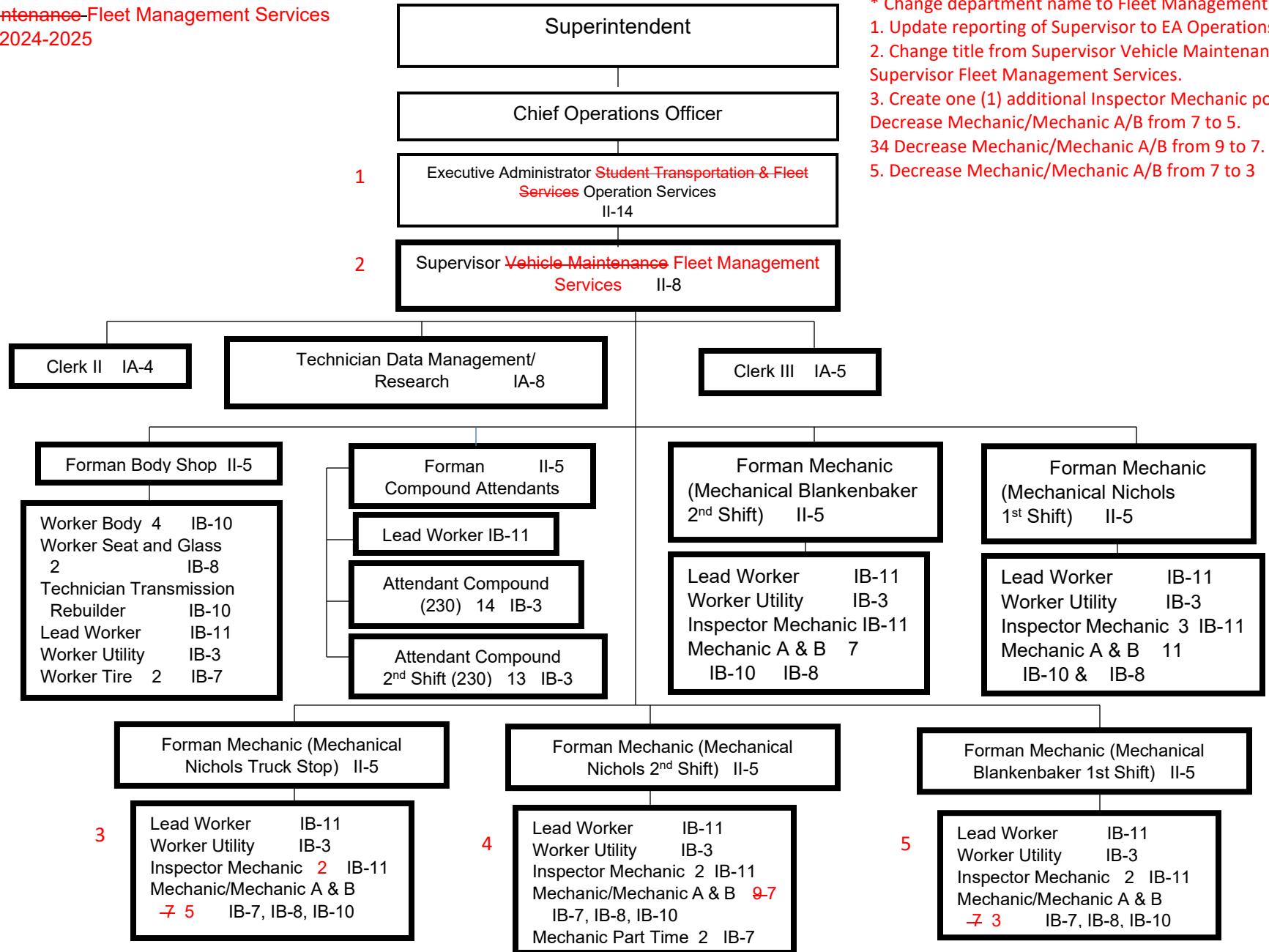
Summary:

General Fund Positions: 997

Categorical Fund Positions: 0

* ~~Vehicle Maintenance-Fleet Management Services~~
2023-2024-2024-2025

- * Change department name to Fleet Management Services
- 1. Update reporting of Supervisor to EA Operations
- 2. Change title from Supervisor Vehicle Maintenance to Supervisor Fleet Management Services.
- 3. Create one (1) additional Inspector Mechanic positions. Decrease Mechanic/Mechanic A/B from 7 to 5.
- 34 Decrease Mechanic/Mechanic A/B from 9 to 7.
- 5. Decrease Mechanic/Mechanic A/B from 7 to 3



Summary:

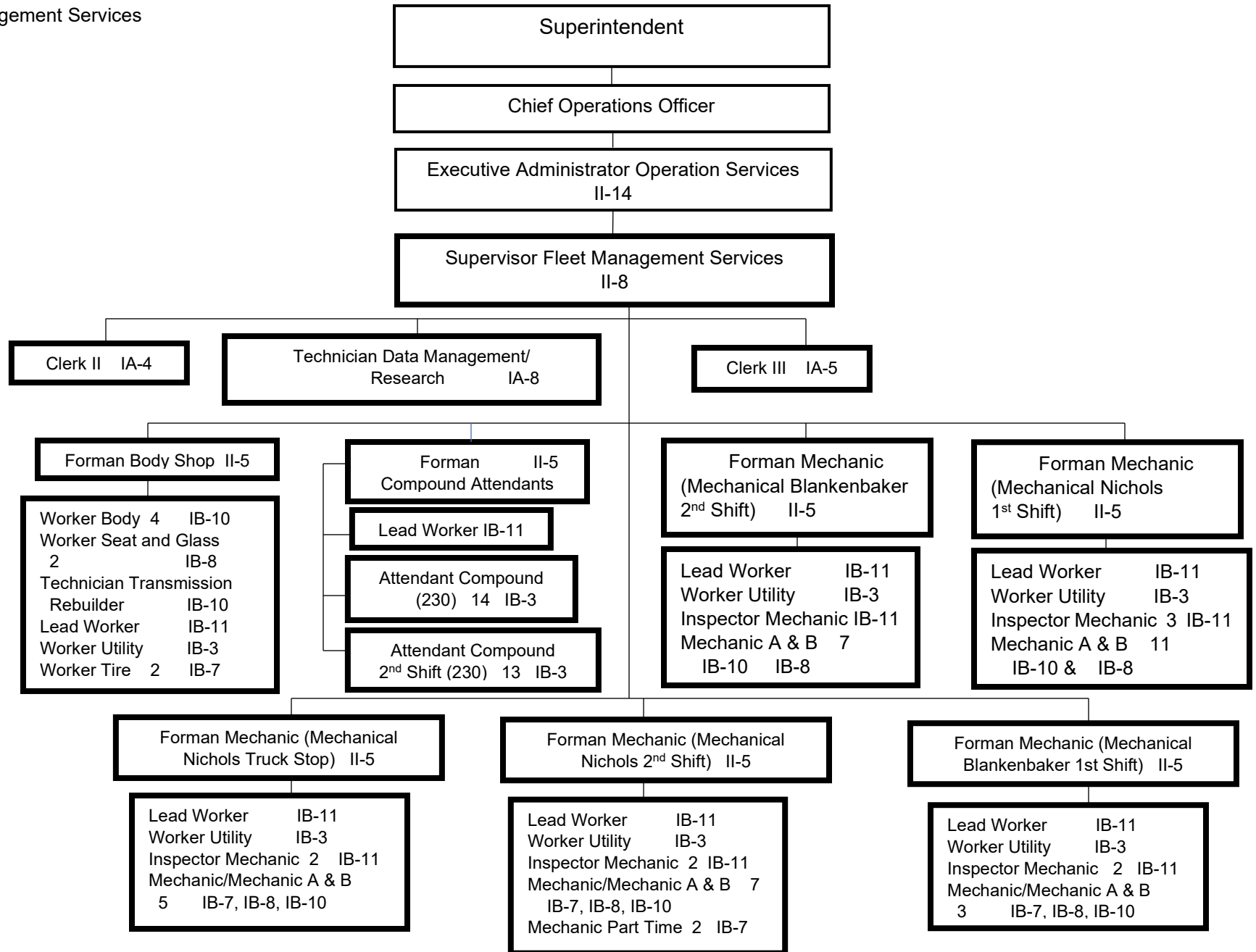
General Fund Positions: ~~442~~ 107

Categorical Fund Positions: 0

H-4

Submitted: ~~12/14/2024~~ 03/26/2024

Effective: ~~12/15/2024~~ 07/01/2024



Summary:

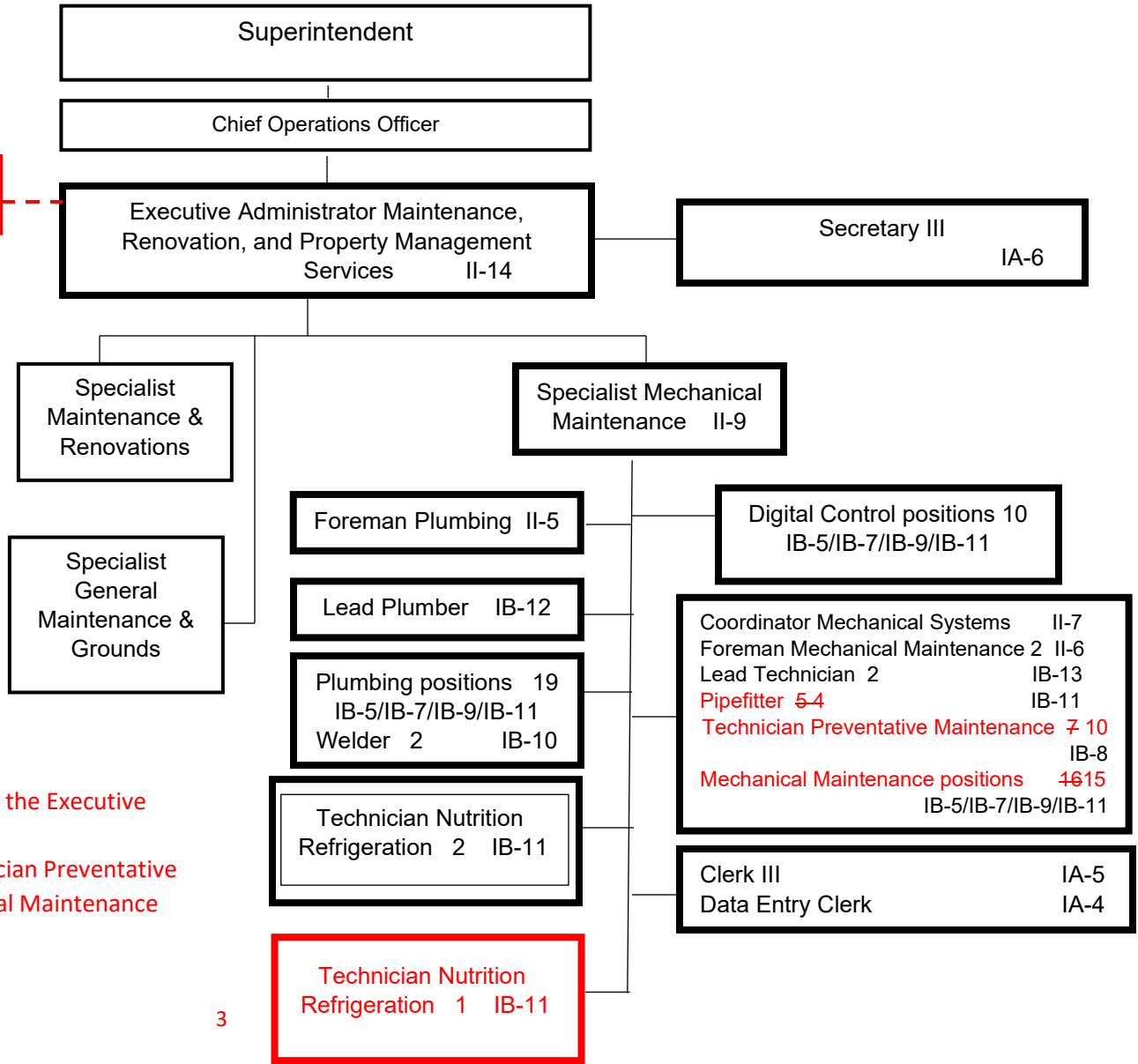
General Fund Positions: 107
 Categorical Fund Positions: 0

H-4

Submitted: 03/26/2024
 Effective: 07/01/2024

1

Executive Administrator Operation
 Services



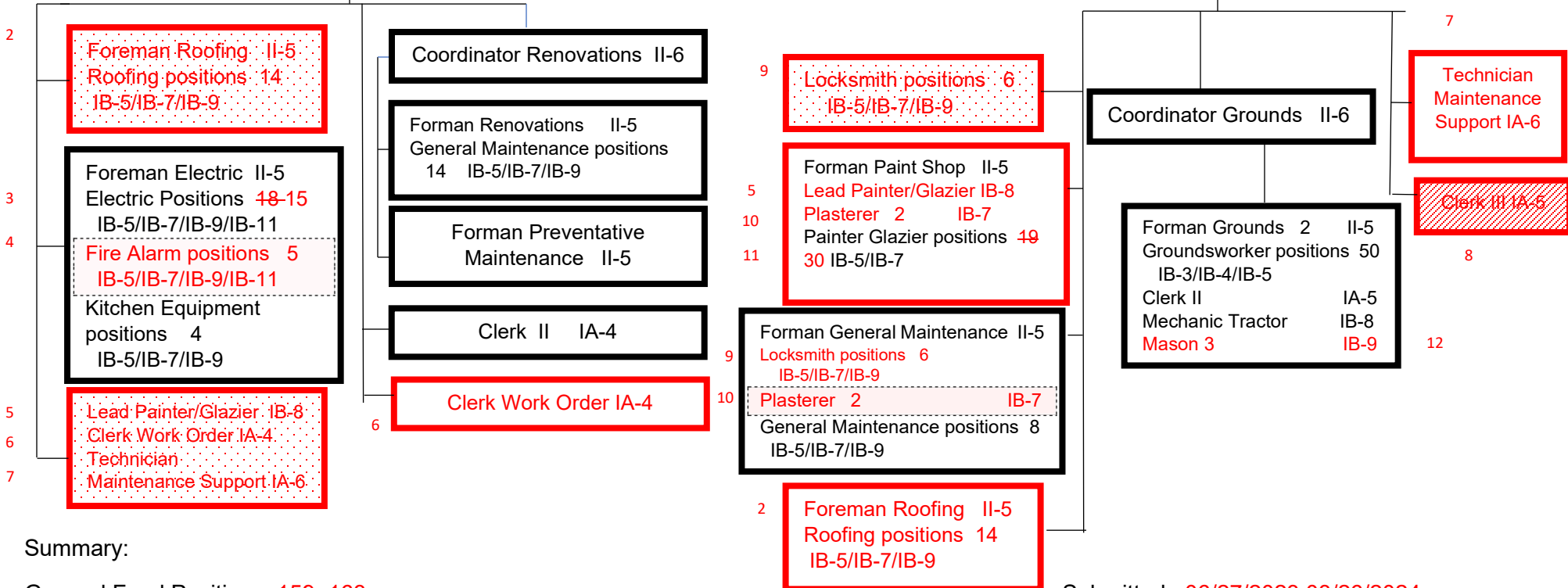
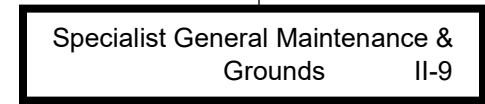
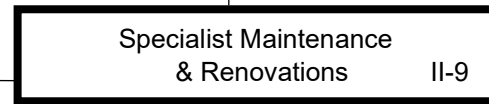
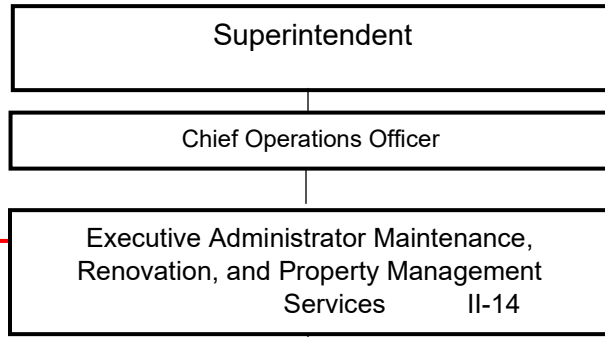
1. Update the reporting relationship indirect to the Executive Administrator of Operation Services.
2. Delete (1) Pipefitter position. Add (3) Technician Preventative Maintenance positions. Delete (1) Mechanical Maintenance position.
3. Add (1) Technician Nutrition Refrigeration.

3

2

Summary:

General Fund Positions: ~~74~~ 73
 Categorical Fund Positions: ~~3~~-2

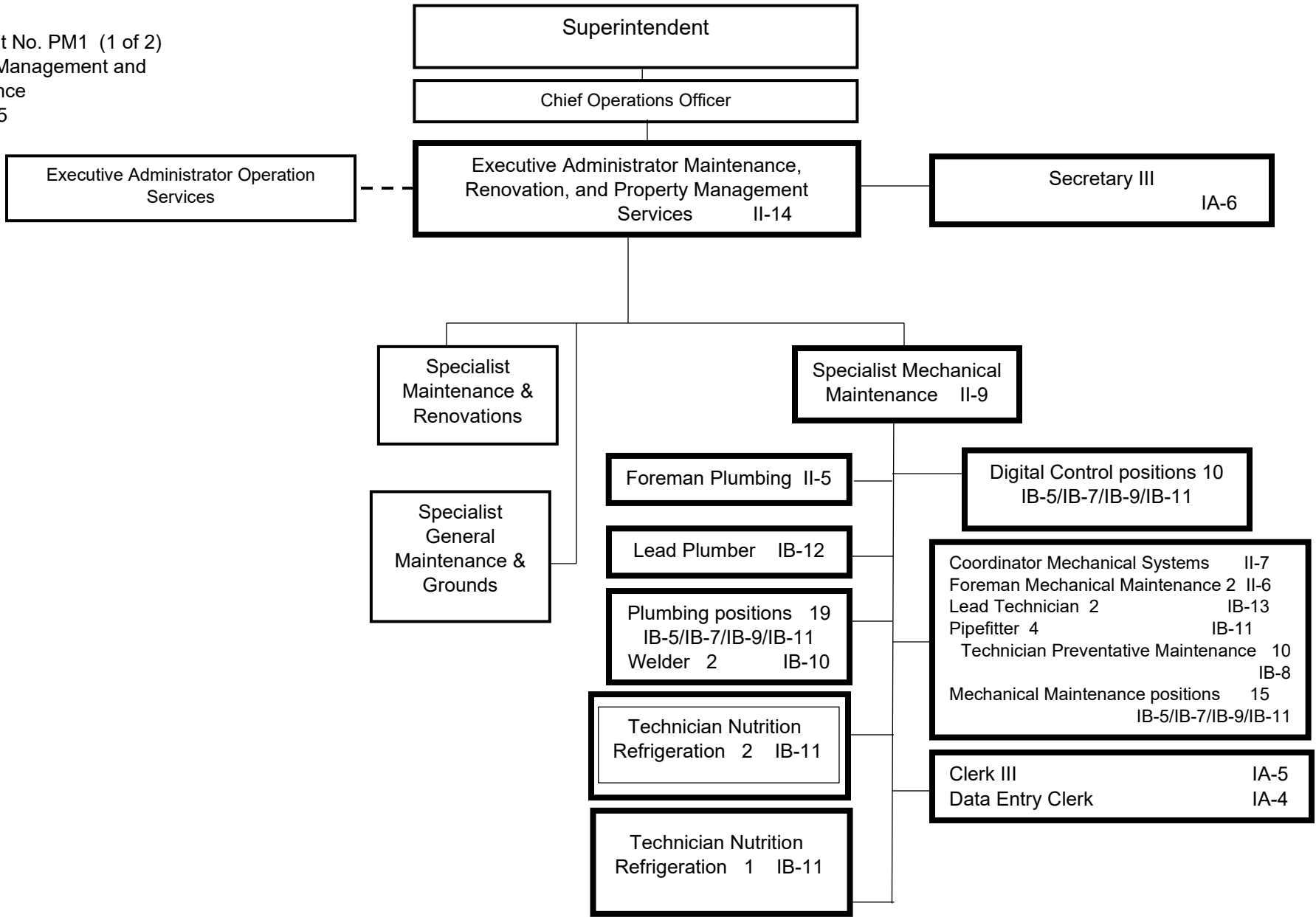


Summary:

General Fund Positions: ~~159~~ 163
 Categorical Fund Positions: 0

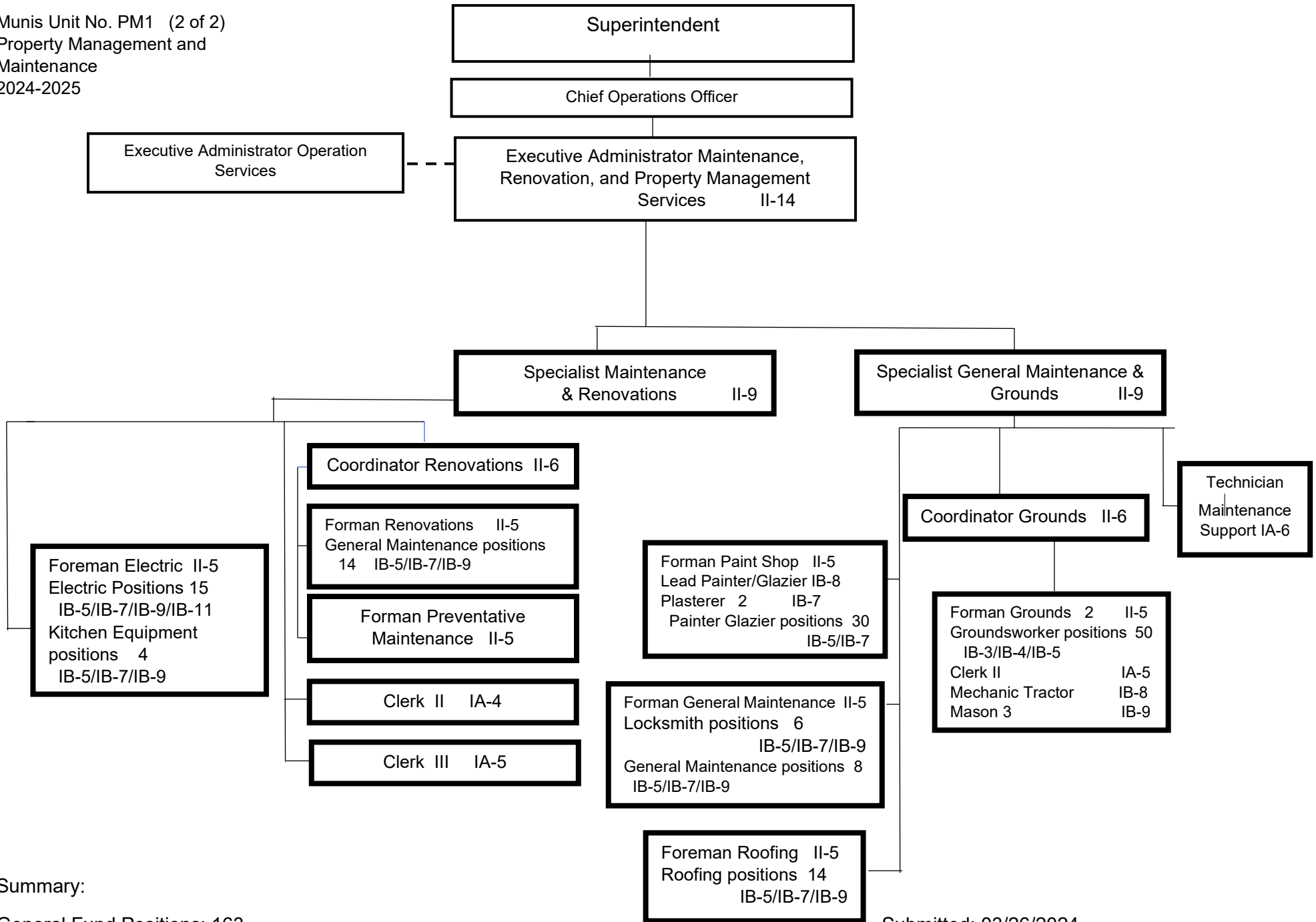
Submitted: 06/27/2023-03/26/2024
 Effective: 07/01/2023-07/01/2024

1. Update the reporting relationship indirect to the Executive Administrator of Operation Services.
2. Change the reporting relationship of the Roof Shop from the Specialist Maintenance & Renovations to the Specialist General Maintenance & Grounds.
3. Delete three (3) Electric Positions.
4. Change the reporting relationship of five (5) Fire Alarm positions from Specialist Maintenance & Renovations (PM1) to Coordinator Fire and Life Safety (SF1).
5. Change the reporting relationship of the Lead Painter/Glazier to report to the Forman Paint Shop under Specialist General Maintenance & Grounds.
6. Change reporting relationship of Clerk Work Order IA-4 position to Specialist Maintenance & Renovations.
7. Change the reporting relationship of the Technician Maintenance Support from Specialist Maintenance & Renovations to Specialist General Maintenance & Grounds.
8. Delete Clerk III position.
9. Change the reporting relationship of the Locksmith positions to Forman General Maintenance.
10. Change the reporting relationship of the Plasterer positions under the Forman Paint Shop.
11. Add eleven (11) new painter/glazier positions.
12. Add three (3) new mason positions, under the Grounds Department.



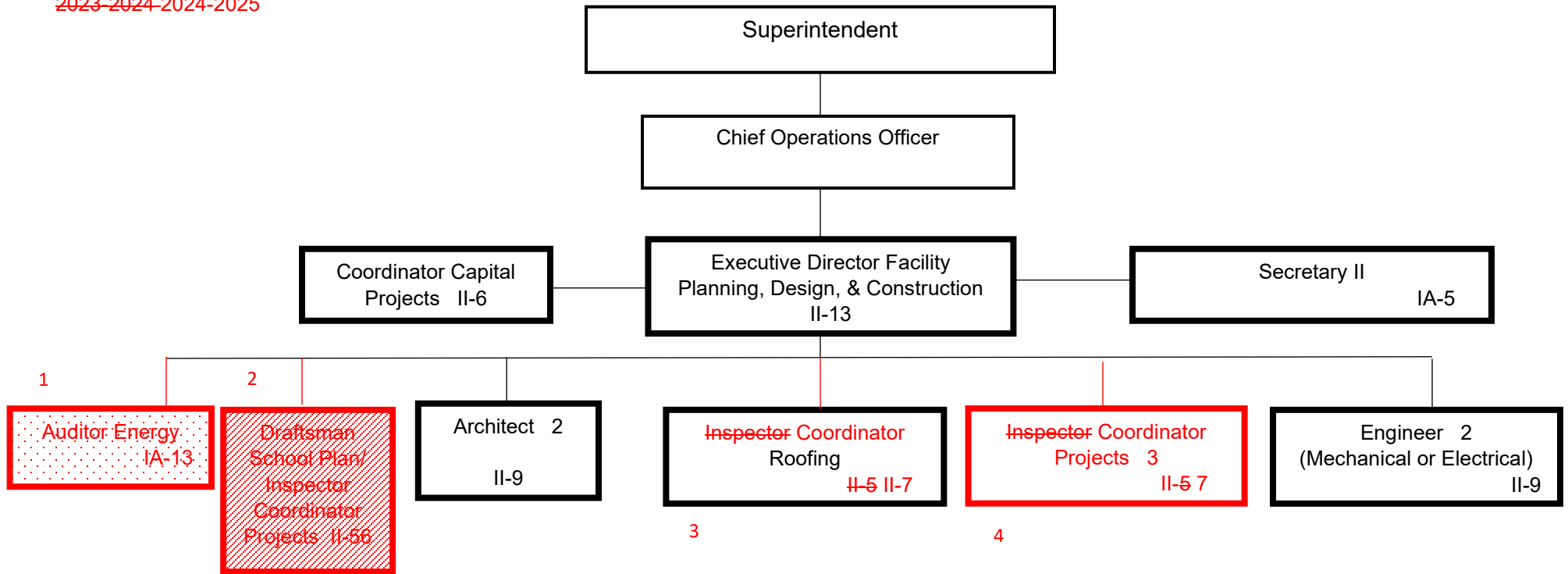
Summary:

General Fund Positions: 73
 Categorical Fund Positions: 2



Summary:

General Fund Positions: 163
 Categorical Fund Positions: 0



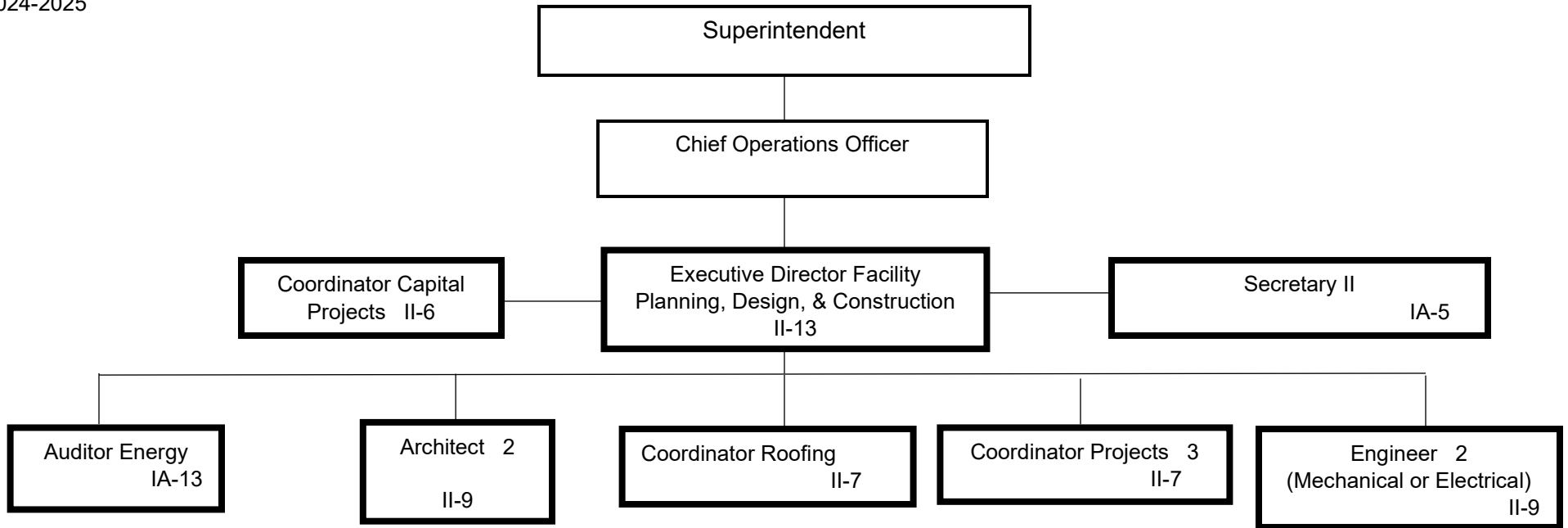
1. Change reporting relationship of Auditor Energy from Safety (SF1) to Facilities (FA1)
2. Delete Draftsman School Plan/Inspector Projects
3. Reclassify Inspector Roofing (II-5) to Coordinator Roofing (II-7)
4. Reclassify Inspector Projects (2) (II-5) to Coordinator Projects (2) (II-7) and add one (1) Coordinator Projects

Summary:

General Fund Positions: ~~11~~ 12
 Categorical Fund Positions: 0

H-7

Submitted: ~~10/06/2022~~ 03/26/2024
 Effective: ~~10/07/2022~~ 07/01/2024

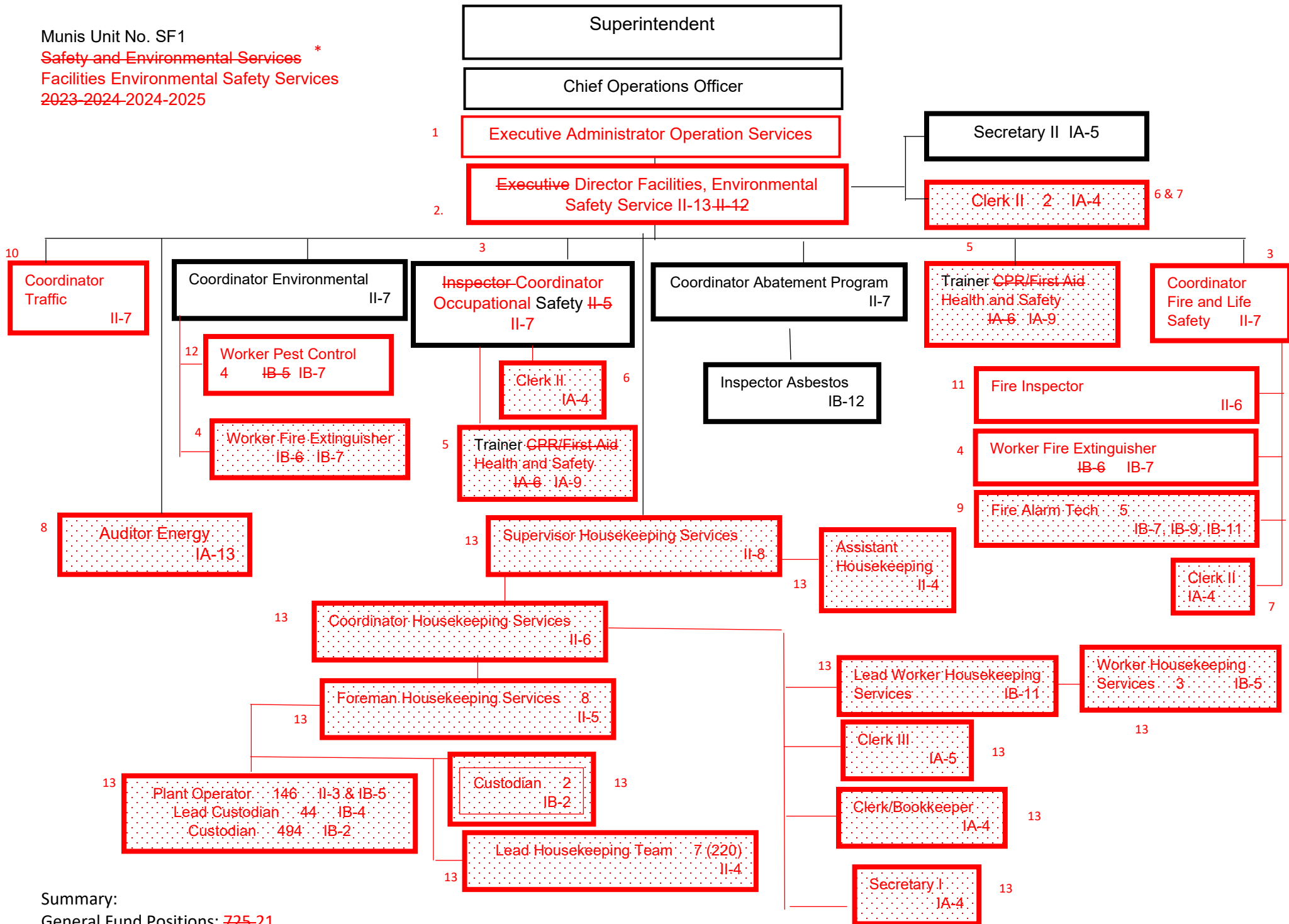


Summary:

General Fund Positions: 12
Categorical Fund Positions: 0

H-7

Submitted: 03/26/2024
Effective: 07/01/2024



Summary:

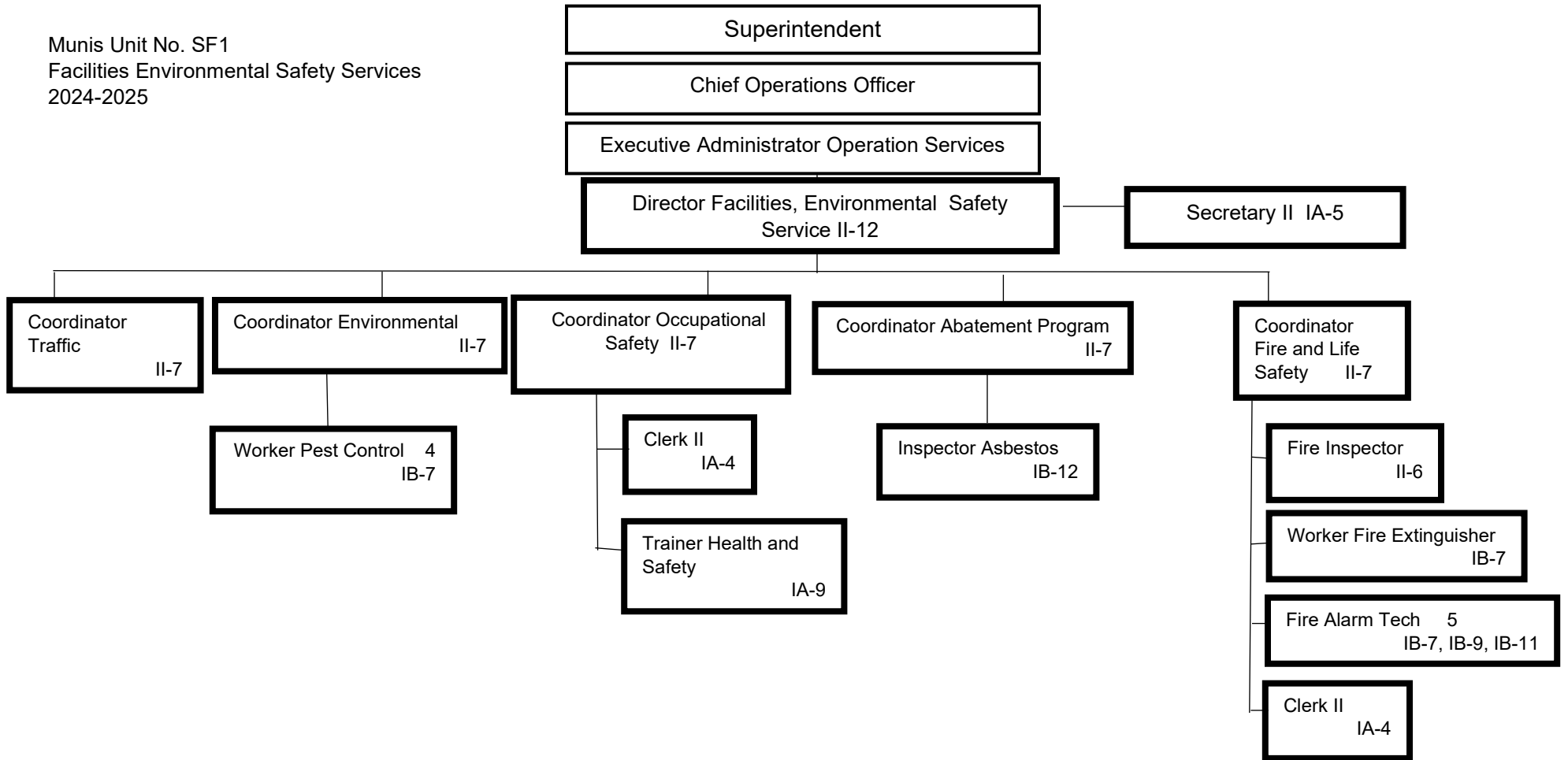
General Fund Positions: 725-21

Categorical Fund Positions: 2-0

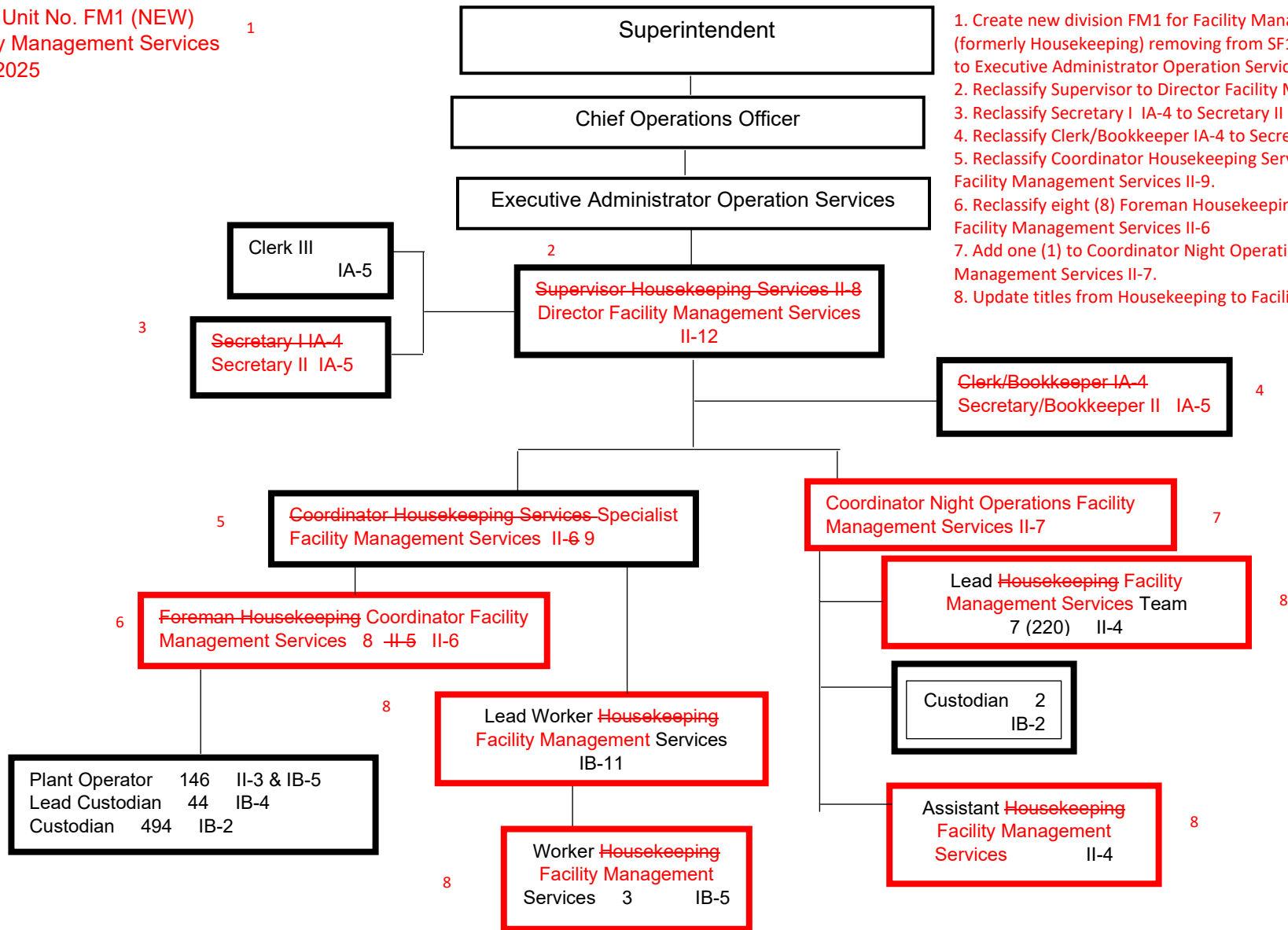
*Update department name to Facilities Environmental Safety Services

1. Change reporting relationship of SF1 and Housekeeping Services to EA Operations.
2. Reclassify Executive Director (II-13) TO Director (II-12)
3. Reclassify two (2) Inspector Safety; one to Coordinator Occupation Safety; one to Coordinator Fire Life and Safety.
4. Reclassify Worker Fire Extinguisher from IB-6 to IB-7 and change reporting relationship to Coordinator Fire
5. Reclassify Trainer CPR/First Aid (IA-6) to Trainer Health & Safety (IA-9) and change reporting relationship from Director to Coordinator
6. Change reporting relationship one (1) Clerk II to Coordinator Occupational Safety.
7. Change reporting relationship one (1) Clerk II to Coordinator Fire Life and Safety.
8. Change reporting relationship of Auditor Energy to Director of Facilities (FA1).
9. Change the reporting relationship of five (5) fire alarm techs from Specialist Maintenance and Renovations (PM1) to Coordinator Fire and Life Safety.
10. Add one (1) Coordinator Traffic position
11. Add one (1) Fire Inspector position
12. Reclassify Worker Pest Control positions from IB-5 to IB-7
13. Change reporting relationship of Housekeeping team to new department, Facilities Management Services FM1.
Additional changes noted on FM1.

Munis Unit No. SF1
Facilities Environmental Safety Services
2024-2025



Summary:
General Fund Positions: 21
Categorical Fund Positions: 0

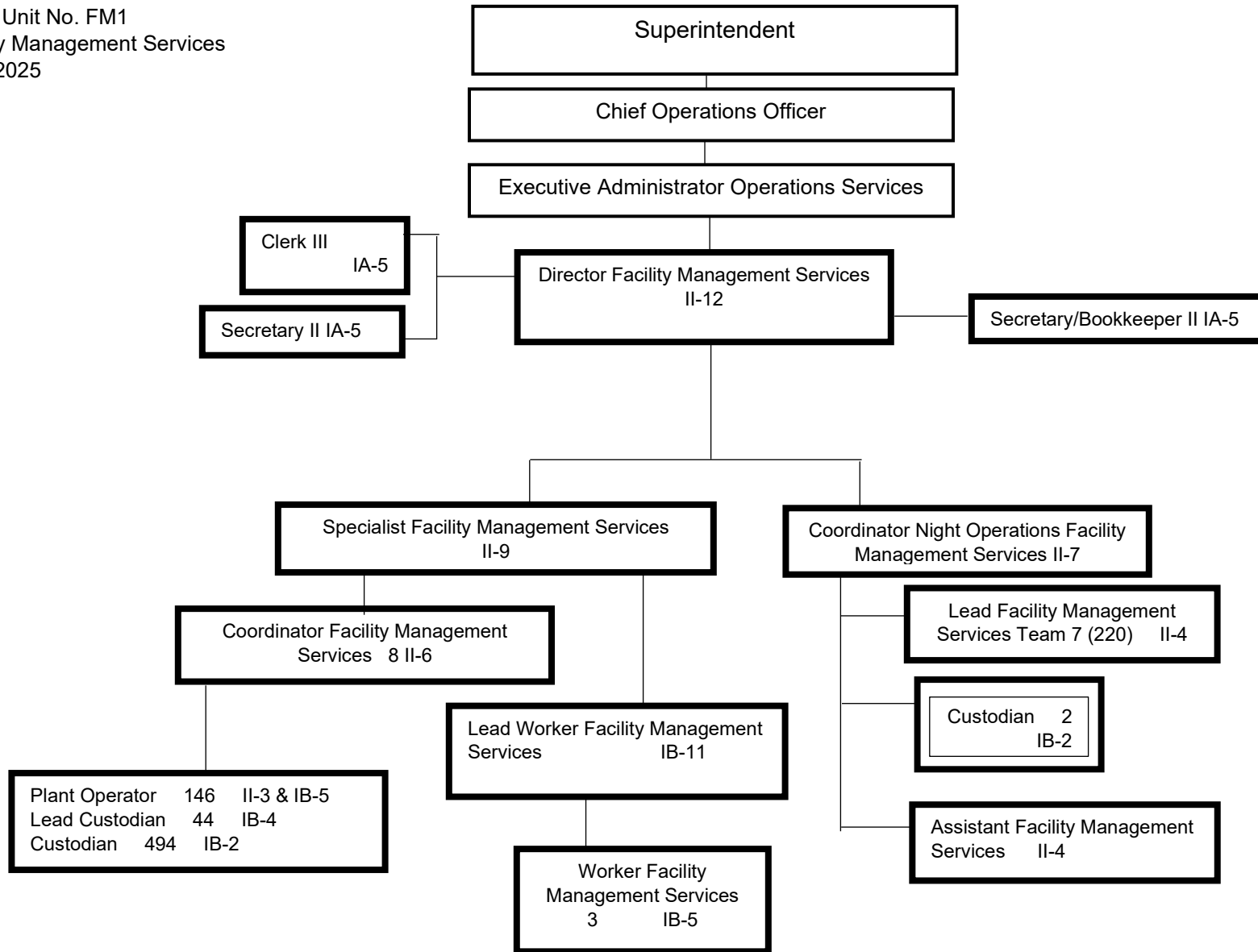


1. Create new division FM1 for Facility Management Services (formerly Housekeeping) removing from SF1 org chart and reporting to Executive Administrator Operation Services.
2. Reclassify Supervisor to Director Facility Management Services.
3. Reclassify Secretary I IA-4 to Secretary II IA-5.
4. Reclassify Clerk/Bookkeeper IA-4 to Secretary/Bookkeeper IA-5.
5. Reclassify Coordinator Housekeeping Services II-6 to Specialist Facility Management Services II-9.
6. Reclassify eight (8) Foreman Housekeeping II-5 to Coordinator Facility Management Services II-6
7. Add one (1) to Coordinator Night Operations Facility Management Services II-7.
8. Update titles from Housekeeping to Facility Management.

Summary:
 General Fund Positions: 725 710
 Categorical Fund Positions: 2

H-9

Submitted: 03/26/2024
 Effective: 07/01/2024



Summary:
 General Fund Positions: 710
 Categorical Fund Positions: 2