

Sherman Thomas STEM Academy

Job Title:

Yard Duty/Janitorial/Food Service/Office/Clerical

Days:

185: August 10, 2021 – June 10, 2022 (school calendar plus 10 days)

Hours:

5 hours/day + 1 hour lunch (unpaid)

Pay:

\$15/hour

Minimum Qualifications:

- High school diploma
- Valid California driver's license

Job Description:

Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal or Office Manager, and not otherwise prohibited by law or regulation.

Yard Duty

- Assist the principal and staff in supervising and correcting student behavior under the supervision of the Yard Duty Supervisor
- Assist in stopping student fights and other potentially dangerous situations for the purpose of maintaining a safe and orderly school campus environment
- Complete necessary written reports for the purpose of maintaining an accurate record of events
- Escort student(s) to the principal for the purpose of dealing with students who have serious or repeated violations behavioral misconduct
- Establish rapport with faculty and students for the purpose of gaining their trust and confidence and inform students of acceptable school behavior
- Patrol in and around the campus, including parking and adjacent areas for the purpose of providing general supervision of students and remaining alert to problems likely to disrupt the educational process
- If providing after school yard duty, remain alert and slow traffic as necessary to allow students to cross the pick-up line carefully

Food Service

- Pick up student meals at vendor facility, transport to school site, properly store and dispense meals according to regulations
- Assist the cafeteria manager as needed
- Be knowledgeable on record keeping for the lunch program, including but not limited to, meal counts, meals received versus meals ordered versus meals consumed, on a daily basis, as well as all student financial accounts
- Ensure that all food maintains a healthy standard
- Under the direction of the Cafeteria Manager, inspect food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health reports
- Stay current on all required food handling training
- Maintain equipment, storage, and serving areas in a sanitary condition for the purpose of complying with health standards

Office Assistant

- Assist the office manager and principal as necessary
- Be knowledgeable of all attendance records, including but not limited to, inputting into PowerSchool, and clearing absences as necessary
- Perform secretarial and clerical tasks of a varied nature
- Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters
- Be knowledgeable and assist in registering new students, securing appropriate student records, maintaining confidential student records, and transferring records for students moving to other schools
- Assist with inventories
- Handle financial transactions, including but not limited to, lunch money and spirit wear orders
- Maintain a clean, attractive, orderly, safe, and efficient office environment in line with the vision of the Academy, recognizing that the office is the first impression of the school. Maintain the clean, modern, and open atmosphere that represents the Academy using the STA color scheme
- Communicate to the Principal or Office Manager any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.

- Assist the principal or Office Manager and staff in handling interruptions and emergencies, calling for assistance when needed.
- Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines
- Maintain accident/injury records, assist students/staff in any medical first-aid needs, including ice or bandages, and calling parents to notify of minor injuries
- Assist in maintaining all medication, including all records, storing medicines and distributing correctly

Classroom Assistant

- Assisting teachers, including but not limited to, making copies, correcting objective assignments, putting together packets, assembling kits, etc.

Janitorial

- Sweeping, mopping, dusting, vacuuming, washing windows, scrubbing tables and desks, emptying trash cans, sanitizing surfaces, and whatever else is necessary to keep the facility looking good and functioning properly. Besides aesthetics, this effort contributes to keeping pests away and reducing the spread of germs. In addition to as needed cleaning, follow daily cleaning schedule to ensure the highest level of cleanliness and sanitization

Maintenance

- At times, weeding, pruning, planting, removing debris, sweeping/blowing sidewalks, and cleaning of cones, sporting equipment, and other outdoor objects.
- Changing hand sanitizer and batteries, filling soap, toilet paper, and paper dispensers, dealing with clogged drains and toilets, and other light maintenance required with minimal tools. Depending on the job, principal should be notified to determine if we need to contact the Sherman Thomas Charter Schools maintenance department.
- Look out for potential problems, such as cracked sidewalks or faulty chairs/desks or any other potential safety hazards and notify the principal.
- Assist all staff with any issue that arises, which includes but is not limited to moving furniture, dealing with spills, etc.