



Charter School Director of Procurement and Food Services

Class Code:
166100

Bargaining Unit: NON-BARGAINING

CITY OF CAPE CORAL
Established Date: Aug 13, 2013
Revision Date: June 12, 2020

SALARY RANGE

\$16.83 - \$23.08 Hourly

\$35,006.40 - \$48,006.40 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Charter School Superintendent or designated Supervisor assists in the general operation and activities of school food services. Provide administrative leadership in the acquisition of goods and services required by the Charter School System in sufficient quantities and at acceptable quality levels, at the right time, in a cost-effective manner that maximizes the Charter School System resources. Assist in the planning, budgeting, and accounting for the food service department. Supervises and organizes the food services program. Participates in the national free and reduced food service program where nutritious quality food is served in an atmosphere of cleanliness, cheerfulness, and personal caring; promote nutrition education in the school and home.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Monitors the National School Lunch Program and Breakfast Programs in assigned areas;
 - a. Performs site visitations and site reviews and assists with staffing, monitor policies covering all phases of the food service program to include meal count and claiming system, expenditures, revenues, sanitation, and competitive food rules.
 - b. Performs site reviews to evaluate school programs to determine efficiency of operation, financial status and adherence to policies, procedures, and regulations.
 - c. Works with school administrators on free and reduced-price meal applications, meal collection procedures and adherence to USDA policies and procedures.
2. Instructs, assists, and monitors managers' preparation of all school center reports, central menu compliance, buying procedures, record keeping and production reports.
3. Assists in setting up new school kitchens.
4. Assist schools in preparing for audits.
5. Provides routine checking of the free and reduced-price meal application process at individual schools.
6. Assists with on-the-job employee training.
7. Assist in developing strategies to improve productivity.
8. Ensures continuity of procedural tasks throughout the school system by monitoring sites.

9. Develops and monitors staffing patterns and formulas for assigned sites.
10. Assists principals and managers in personnel selection and placement.
11. Plans and manages the assessment, development and implementation of effective purchasing programs and procedures in compliance with Board Policies and priorities, State Statutes, Department of Education Rules, and sound business practices.
12. Develops, reviews, and approves specifications for bidding purposes; evaluates bids received and prepares contract award recommendations for Board approval.
13. Reviews purchase requisitions for accuracy, cost effectiveness and compliance and approves purchase orders up to \$5,000.
14. Coordinates contract administration functions in cooperation with school and department administrators and staff.
15. Assists in the direction and activities of the Procurement Department.
16. Develops and maintains appropriate documents for bid and proposal solicitations.
17. Maintains a database of qualified bidders,
18. Maintains a catalog reference library of suppliers of goods and services.
19. Assists in the development of administrative guidelines and procedures.
20. Assists in the development of School Board policies.
21. Supervises assigned personnel, conducts annual performance appraisals, and makes recommendations for appropriate employee action.
22. Prepares and administers the department budget.
23. Performs related work as required.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited college or university; supplemented by three (3) years successful experience in management and financial reporting.
- Must possess a valid state driver's license with the ability to obtain a valid Florida driver's license within 30 days of hire.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of relevant purchasing State Statutes, State Department of Education Rules, and good business practices.
- Ability to read, write and follow instructions in the English language.
- Ability to work with industry-standard computer applications.
- Ability to plan, assign, and supervise the work of subordinate personnel.
- Ability to establish and maintain effective relationships with employee, supervisor, and the general public.
- Ability to organize and review work for efficient results and accuracy.
- Demonstrated ability to keep records, figure costs and compute recipe changes.
- Demonstrated ability to work with diverse groups and to effectively communicate, both orally and in writing.

REPORTS TO: Superintendent or designee.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

Physical Requirement	Description	Percent of Time
Balancing	Maintaining body equilibrium to prevent falling and walking, standing, or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
Crawling	Moving about on hands and knees or hands and feet.	10%
Crouching	Bending the body downward and forward by bending leg and spine.	10%
Feeling	Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with skin, particularly that of fingertips.	30%
Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	70%
Grasping	Applying pressure to an object with the fingers and palm.	30%
Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
Pulling	Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.	10%
Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
Reaching	Extending hand(s) and arm(s) in any direction.	20%
Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	10%
Seeing	The ability to perceive the nature of objects by the eye.	100%
Sitting	Particularly for sustained periods of time.	70%
Standing	Particularly for sustained periods of time.	10%
Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%

Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.



Charter School Director of Procurement and Food Services

Class Code:
166100

Bargaining Unit: NON-BARGAINING
EMPLOYEE

CITY OF CAPE CORAL
Established Date: Aug 13, 2013
Revision Date: Sep 9, 2013

SALARY RANGE

\$16.83 - \$23.08 Hourly
\$1,346.40 - \$1,846.40 Biweekly
\$2,917.20 - \$4,000.53 Monthly
\$35,006.40 - \$48,006.40 Annually

GENERAL STATEMENT OF JOB:

Under the general supervision of the Charter School Superintendent or designated Supervisor assists in the general operation and activities of school food services. Provide administrative leadership in the acquisition of goods and services required by the Charter School System in sufficient quantities and at acceptable quality levels, at the right time, in a cost effective manner that maximizes the Charter School System resources. Assist in the planning, budgeting and accounting for the food service department. Supervises and organizes the food services program. Participates in the national free and reduced food service program where nutritious quality food is served in an atmosphere of cleanliness, cheerfulness and personal caring; promote nutrition education in the school and home.

Individual(s) assigned to this classification must report to work per their assigned schedule.

SPECIFIC DUTIES AND RESPONSIBILITIES:

1. Monitors the National School Lunch Program and Breakfast Programs in assigned areas;
 - a. Performs site visitations and site reviews and assists with staffing, monitor policies covering all phases of the food service program to include meal count and claiming system, expenditures, revenues, sanitation and competitive food rules.

- b. Performs site reviews to evaluate school programs to determine efficiency of operation, financial status and adherence to policies, procedures and regulations.
- c. Works with school administrators on free and reduced price meal applications, meal collection procedures and adherence to USDA policies and procedures.
- 2. Instructs, assists, and monitors managers' preparation of all school center reports, central menu compliance, buying procedures, record keeping and production reports.
- 3. Assists in setting up new school kitchens.
- 4. Assists schools in preparing for audits.
- 5. Provides routine checking of the free and reduced price meal application process at individual schools.
- 6. Assists with on-the-job employee training.
- 7. Assist in developing strategies to improve productivity.
- 8. Ensures continuity of procedural tasks throughout the school system by monitoring sites.
- 9. Develops and monitors staffing patterns and formulas for assigned sites.
- 10. Assists principals and managers in personnel selection and placement.
- 11. Plans and manages the assessment, development and implementation of effective purchasing programs and procedures in compliance with Board Policies and priorities, State Statutes, Department of Education Rules and sound business practices.
- 12. Develops, reviews and approves specifications for bidding purposes; evaluates bids received and prepares contract award recommendations for Board approval.
- 13. Reviews purchase requisitions for accuracy, cost effectiveness and compliance and approves purchase orders up to \$5,000.
- 14. Coordinates contract administration functions in cooperation with school and department administrators and staff.
- 15. Assists in the direction and activities of the Procurement Department.
- 16. Develops and maintains appropriate documents for bid and proposal solicitations.
- 17. Maintains a database of qualified bidders.
- 18. Maintains a catalog reference library of suppliers of goods and services.
- 19. Assists in the development of administrative guidelines and procedures.
- 20. Assists in the development of School Board policies.
- 21. Supervises assigned personnel, conducts annual performance appraisals and makes recommendations for appropriate employment action.
- 22. Prepares and administers the department budget.

Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)

MINIMUM QUALIFICATIONS:

Bachelor's degree from an accredited college or university is required; supplemented by three (3) years successful experience in management and financial reporting. Must possess a valid state driver's license with the ability to obtain a valid Florida driver's license within 30 days of hire.

Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

ADDITIONAL MINIMUM QUALIFICATIONS REQUIRED: KNOWLEDGE, SKILLS, AND ABILITIES:

Has knowledge of relevant purchasing State Statutes, State Department of Education Rules and good business practices.

Is able to read, write and follow instructions in the English language.

Is able to work with industry-standard computer applications.

Is able to plan, assign, and supervise the work of subordinate personnel.

Is able to establish and maintain effective relationships with employee, supervisor, and the general public.

Is able to organize and review work for efficient results and accuracy.

Demonstrated ability to keep records, figure costs and compute recipes changes.

Demonstrated ability to work with diverse groups and to effectively communicate, both orally and in writing.

MINIMUM STANDARDS REQUIRED:

This position requires light work exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

Data Conception: Requires ability to read instructions and material safety data sheets.

Interpersonal Communication: Requires ability to exchange information with co-workers and customers.

Language Ability: Requires ability to communicate efficiently and effectively in Standard English.

Intelligence: Requires ability to apply common sense understanding to perform semi-repetitive tasks.

Verbal Aptitude: Requires ability to follow oral and written instructions.

Numerical Aptitude: Requires ability to add, subtract, multiply and divide.

Form/Spatial Aptitude: Requires ability to inspect items for proper length, width and shape.

Motor Coordination: Requires ability to coordinate hands and eyes to set up for activities.

Manual Dexterity: Must have eye/hand/foot coordination.

Color Discrimination: Requires ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to receive and give supervision and instructions. Requires ability to function under stress of deadlines.

Physical Communication: Requires ability to talk and hear.

Environmental Requirements: Tasks are performed with exposure to the following environmental conditions: Heat, humidity and wetness.



The School District of Lee County

Job Description

JOB TITLE: Director, Procurement Services

FLSA STATUS:	Exempt	PAY GRADE:	15
SALARY SCHEDULE:	Administrator	JOB CODE:	104950
BARGAINING UNIT:	Non-bargaining	DAYS PER YEAR:	255
WORKER'S COMP CATEGORY:	9101 - All Other		

MAJOR FUNCTION:

Provide administrative leadership in the acquisition of goods and services required by the District in sufficient quantities and at acceptable quality levels, at the right time, in a cost-effective manner that maximizes District resources.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in business administration or a related field.
- Seven (7) years of successful purchasing experience of which at least two (2) are in government purchasing.
- Three (3) years of experience at a supervisory level.
- Professional certification in at least one public purchasing area is preferred (Certified Professional Public Buyer, Certified Public Purchasing Officer).

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of state and federal rules related to public purchasing.
- Skill in documenting clear and measurable requirements and performance standards, negotiation strategies, creative contract techniques, contract administration, and problem solving.
- Skill in project management and personnel management.
- Skill in continuous process improvement.
- Organizational, leadership, and managerial skills.
- Ability to work with and lead diverse groups of people.
- Oral and written communication skills.
- Knowledge of and experience with industry-standard computer applications.

REPORTS TO: Executive Director, Financial Services or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Plan and manage the assessment, development, and implementation of effective purchasing programs and procedures in compliance with Board Policies, State Statutes, Department of Education Rules, and best practices in public purchasing.
- Develop, review, and approve competitive solicitation specification standards.
- Define consistent guidelines for evaluating solicitation responses for commodities and services and for construction-related services.



The School District of Lee County

Job Description

- Lead or support the evaluation and negotiation process during the solicitation lifecycle.
- Prepare contract and award recommendations for Board approval.
- Assist with developing strategic sourcing practices and advantageous cooperative buying opportunities.
- Communicate to the public how to conduct business with the School District.
- Assist in the development of procedures for vendor management.
- Establish and oversee consistent, accurate, and cost-effective processes for the review and approval of purchase requisitions, the distribution of purchase orders, and resolution of purchasing issues.
- Coordinate contract administration functions in cooperation with school and department administrators and staff.
- Oversee operations of District Warehouse and Mailroom services.
- Provide oversight to all division priorities and projects that assist in achieving the objectives of the District's strategic plan.
- Review policies and procedures continuously in order to make recommendations to improve upon and standardize processes.
- Inspect and analyze Procurement operations regularly and take action to continuously improve procedures, services, and support to schools and work locations.
- Identify and resolve District issues with reference to higher authority as may be required for corrective action.
- Assist in the preparations and issuance of various internal monthly and annual reports and performance measures that accurately represent District activities.
- Lead and/or attend various meetings to communicate information; advise, recommend, and make presentations developed to present technical proposals/plans/documentation.
- Perform project management duties, including planning, prioritizing, and coordinating and determine and deploy resources required to successfully complete projects on schedule and within budget, ensuring project objectives are fulfilled.
- Plan and effectively manage the departmental budget.
- Generate creative solutions to District challenges.
- Prepare recommendations for School Board meeting agendas and attend and present information at School Board meetings as needed.
- Establish, lead, and monitor division/departmental progress toward attainment of division strategic goals and objectives.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.



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Job Description

- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	30%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	70%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	30%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it	10%



The School District of Lee County

Job Description

	occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	20%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	10%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	70%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

JDE NUMBER: D-11.09

BOARD ADOPTION: 12-20-74

REVISIONS: 10-24-00, 7-13-04, 9-8-09, 2-27-18, 8-27-19

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.



The School District of Lee County

Job Description

JOB TITLE: Supervisor, Food and Nutrition Services (Equipment Procurement and Facilities)

FLSA STATUS:	Non-exempt	PAY GRADE:	Market Rate
SALARY SCHEDULE:	Supervisory/Technical/Confidential	JOB CODE:	506740
BARGAINING UNIT:	Non-bargaining	DAYS PER YEAR:	255
WORKER'S COMP CATEGORY:	9101 - All Other		

MAJOR FUNCTION:

Technical supervisor of cafeteria managers, assistant managers, and other food services personnel. Collaborate with school administrators in compliance with school food service regulations.

MINIMUM QUALIFICATIONS:

- Bachelor's degree from an accredited institution.
- Florida certification in school food service.
- Four (4) years of experience in quantity food preparation service, preferably in a public school system.
- Two (2) years of experience in management and financial reporting.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to supervise a large number of employees.
- Ability to purchase food service equipment through procurement regulations for public entities.
- Oral and written communication skills.
- Ability to work with and lead diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

REPORTS TO: Director, Food and Nutrition Services or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Assist in the general operation and activities of the Food and Nutrition Services Department.
- Assist the Director in program planning, budgeting, and accounting for the food service operation.
- Organize and oversee the equipment program for all school kitchens.
- Coordinate removal, installation, repair, and maintenance of kitchen equipment and kitchen facilities to ensure high standards of health and safety are maintained.
- Develop plans for the acquisition and replacement of all food service equipment, including vending operations.



The School District of Lee County

Job Description

- Continually develop and maintain a local supplier base for timely replacement of all food service small wares.
- Perform site visits to provide technical assistance; evaluate school programs to determine efficiency of operation and adherence to policies, procedures, and regulations.
- Maintain service, allocation, procurement, and retirement of the department's vehicle fleet.
- Review service requests and develop equipment replacement plans.
- Maintain and service refrigeration alarm systems.
- Assist in the resolution of Health Department discrepancies.
- Act as a liaison between Procurement, vendors, and the Maintenance Department.
- Maintain accurate inventory and records of equipment requested and purchased for school kitchens, including up-to-date records of all auctioned kitchen equipment.
- Work with Construction Services on remodel and/or new construction projects to specify appropriate food service equipment and to design kitchens to meet short- and long-term goals of the Food and Nutrition Services program.
- Assist in evaluation of bids to obtain quality equipment and facilities at the best value.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.
- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Medium work. Position requires exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)
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The School District of Lee County

Job Description

Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	30%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	30%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	30%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	10%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	70%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	30%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	50%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	50%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	30%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	30%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	30%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	50%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	30%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	30%



The School District of Lee County Job Description

<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	30%

TERMS OF EMPLOYMENT:

Twelve month year. Salary as established by the Board.

JDE NUMBER: S-26.14

BOARD ADOPTION: 12-10-74

REVISIONS: 10-23-79, 3-6-84, 5-1-90, 2-27-18, 12-11-18, 6-25-19

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

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