

Davis Joint Unified School District**Position Description**

COVID Testing Mass Screening Kiosk Worker	\$ 16.80 per hour
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Summary

This position is under the supervision of the assigned Site Supervisor and, in coordination with the Healthy Davis Together Team, the Mass Screening Kiosk Worker provides assistance with COVID-19 screening tests. This position requires the employee to work with or be in areas where potentially infectious materials and/or hazardous materials are present.

Essential Duties and Responsibilities

- Proper daily setup of kiosk and sample collection materials.
- Greet/Inform/Provide direction to clients.
 - Will register clients.
 - Will accurately log, scan and correlate sample submissions via name, using electronic tools (i.e., iPad, tablet, etc.).
 - Will direct clients to appropriate kiosks.
- Oversees and ensures proper sample collection:
 - Provide guidance as needed to clients to ensure proper sample collection.
 - Clients will be provided a special test tube for self-administered sample collection.
 - Clients will cap/seal special tubes and place them into specified racks.
 - Place prepared sealed sample for collection and transport.
 - Cleans and sterilizes kiosks after each sample collection.
- Ensures kiosk is operational and addresses or reports any issues immediately.
- Replenishes sample collection materials on an ongoing basis.
- Ensures proper breakdown of kiosk and storage of sample collection materials daily.
- Ensure safety and sanitization procedures are adhered to as established and/or directed.
- Perform hand hygiene consistent with Student Health Standards.
- Adhere to UC Davis/DJUSD Safety/Biohazard Standards.
- Collect prepared samples and transport to College of Biological Sciences, Genome Center for processing.
- Immediately notify the supervisor of any incidents and/or injuries.
- Continuous communication with the Team Supervisor.
- Provide and/or report feedback about event participant behavior, concerns, issues and/or problems to the supervisor.
- Must be able to communicate effectively and follow oral and written directions. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

- Perform other duties as assigned.

Qualifications

Knowledge and Skills

- Skills to supervise employees who work in a service role.
- Knowledge of COVID-19 and basic guidelines.
- Demonstrated customer service skills.

Abilities

- Ability to recognize and respond to emergency situations.
- Ability to work in a team environment.
- Ability to take direction.
- Ability to work quickly and adapt on the go.
- Ability to provide effective communication both written and verbally.
- Ability to comprehend and follow District safety plans, procedures, and policies. Must be able to perform all of the essential duties of the position with limited supervision.
- Must be able to communicate effectively and follow oral and written directions. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District.

Physical Abilities

- Position may, at times, require employee to work with or be in areas where potentially infectious materials and/or hazardous materials are present.
- Ability to lift 25 pounds and sit or stand for extended periods of time.
- Knowledge of COVID-19 and basic guidelines.

Education and Experience

- Position requires successful completion of all biohazard and safety training as assigned.
- Position requires signing a statement of understanding of the Dependent Adult/Elder Abuse Reporting Requirement and UC Davis' Child Abuse-Employee Notification Requirement.

Licenses and Certificates

- Valid CA Driver's License. Position may be required to operate a university vehicle/golf cart as needed to transport materials.