

**Davis Joint Unified School District****Position Description**

COVID Testing Team Supervisor	\$ 26.05 per hour
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**Summary**

This job is under the supervision of assigned Student Support Services Department administrator and in coordination with the Healthy Davis Together Team. COVID Testing Team Supervisor ensures a safe and efficient process related to all aspects of the COVID-19 screening tests at school sites. This position requires the employee to work with or be in areas where potentially infectious materials and/or hazardous materials are present.

The Team Supervisor will oversee the mass screening team, including but not limited to scheduling, training/safety, equipment, operations and resources related to the Mass Screening Kiosks.

Ensure the Mass Screening Kiosk Workers are following all procedures to safely and effectively assist staff and students on COVID-19 testing sample self-collection and transporting samples to lab for processing.

**Essential Duties and Responsibilities**

- Supervise 5-7 HDT Mass Screening Kiosk Workers
- Oversee and ensure all kiosks are set-up, broken down and secured daily as needed by mass screening team.
- Manage inventory to ensure each kiosk has all supplies needed including testing materials, cleaning supplies, and PPE.
- Supervise and provide guidance to HDT Team for escalated issues/questions pertaining to COVID-19 testing.
- Oversee and observe sample self-collection activity to ensure correct method/protocol is utilized at each kiosk.
- Manage scheduling, performance management, training, time reporting of kiosk team.
- Receive samples from kiosks and prepare for delivery to lab.
- Ensure biosafety protocols are followed to ensure the safety of the team and the integrity of the samples collected.
- Validate all kiosk workers and students have taken required training.
- Notify supervisor of any incidents and/or injuries, immediately.

- Ensure continuous communication with the HDT Project Stakeholders.
- Provide feedback about event participant behavior, identify common problems and solutions.
- 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.
- Ability to manage schedules, training, performance management and other supervisory functions.
- 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.

### **Physical Abilities**

- Ability to recognize and respond to emergency situations.
- Ability to lift 25 pounds and sit or stand for extended periods of time.
- 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.

### **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.

### **Licences and Certificates**

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