



MASCONOMET REGIONAL SCHOOL DISTRICT

WORK PERFORMANCE STANDARDS

Title: Business Support Services Assistant
Reports To: Director of Facilities and Grounds
Work Year: Full time, year round, non-exempt hourly
Salary Range: Hourly, \$20.00 to \$26.00/hour based on experience

QUALIFICATIONS:

- Ability to lift up to 50 pounds
- Experience with shipping, receiving, and inventory management
- Experience with data entry and reporting using computerized office systems
- Demonstrated oral and written communication skills
- Event coordination, scheduling and light bookkeeping experience preferred
- Ability to handle complaints, answer questions, and resolve disputes in a professional, courteous manner
- Strong organizational skills, ability to multi-task, and detail oriented

RESPONSIBILITIES:

- A. General Supply Inventory, Ordering, and Receiving
 - a. Maintains an inventory and distributes Districtwide supplies (copy paper, shipping & receiving, etc.)
 - b. Prepares purchase orders for Districtwide supplies when needed
 - c. Receives and files all "receiver" copies of Purchase Orders for products that will be delivered to the District.
 - d. Checks in merchandise received from vendors and maintains a receiving log.
 - e. Organizes and labels packages received from vendors for internal distribution.
- B. Mail and Shipping
 - a. Prepares outgoing packages for pick up and maintains a shipping log
 - b. Receives incoming mail, sorts it and delivers it daily
 - c. Prepares outgoing mail for pick up
 - d. Processes all bulk mailing, Federal Express and other special mailing and shipping requests
 - e. Maintains postage machine, shipping scales and other related equipment
 - f. Prepares purchase orders related to shipping, receiving, and mail

C. Facilities Use Coordination

- a. Ensures that all school activities (curricular, co-curricular, open houses, concerts, etc.) and black-out dates are noted/scheduled in the calendar for the year before committing to other group use of the facility.
- b. Responds to inquiries from applicants who want to use facilities during non-school hours (after school, evenings, weekends, vacation periods)
- c. Identifies applications that may for any reason fall outside the parameters of the School Committee Policy or for which there is a fee waiver request and report this to the Assistant Superintendent for further processing
- d. Oversees the application/approval process
 - i. Ensures application includes all required information
 - ii. Contacts appropriate school personnel, including the Director of Facilities and Grounds, IT Director, Athletic Directors, theater technical crew, Food Services Director, Principals, Assistant Superintendent, and any other administrator whose area of responsibility is affected and whose approval is needed
 - iii. Applies and invoices fees, when applicable, within the guidelines set by School Committee policy. Forwards long-term usage requests to Assistant Superintendent for contract negotiations
 - iv. Once application is accepted or denied, contacts the applicant with decision; if the application is approved, notifies the applicant of the fee and insurance requirements and that the event will be scheduled upon receipt of payment and insurance coverage; if the application is denied, discusses the changes, if any, that would be required to approve the request
 - v. Once the event fee has been received, schedules the activity on the district-wide calendar
- e. Prior to the event commencing, submits an event briefing report to the Director of Facilities and Grounds, IT Director, Athletic Director, Food Services Director, Principals, and any other affected individuals, including the name and phone number for the contact person, the space and times rented by the group, any equipment or special arrangements required for the event, the initial meeting location, and any other pertinent data; encumbers funds for any non-employee workers or materials on a PO
- f. Maintains a file for rental documentation and uses the online School Dude attachment features to manage and organize event bookings in one accessible place
- g. Assures that proper data is sent to the central office for billing purposes, payroll, and accounts payable
- h. Administers calendar of all after school events that involve district facilities and mediates any conflicts among users
- i. Presents reports on usage, revenue, costs, and related issues
- j. Is available in person or by telephone during scheduled events if district contact person is not available

D. Other

- g. Performs other projects and assignments as requested by the Director of Facilities and Grounds