



## Flemington-Raritan Regional School District JOB DESCRIPTION

**Job Title:** Health & Hygiene Team Member  
**Reports To:** Building Principal and works out of the school nurse's office  
**Salary Guide:** Non-affiliated  
\$17.71/hour, part-time

**Position Summary:** Under the general supervision of the School Principal, the Health & Hygiene Team Member (HHT Member) will support the district to adhere to increased health and hygiene standards. The Health & Hygiene Team Member is to assist the school nurse to be a point person for the school's health and hygiene. As a member of the school's Pandemic Team, the Health & Hygiene Team Member will support increased health and hygiene practices. Health and Hygiene Team Members will adhere to protocols outlined by the Environmental Protection Agency (EPA) and the [Center for Disease Control and Prevention](#) (CDC). The Health & Hygiene Team Member is not a member of the custodial team, but a point person for the critical area of general operation for general health and safety guidelines as described in the New Jersey Department of Education guidance, [The Road Back Restart and Recovery Plan for Education](#).

**Education and Experience:** Minimum High School diploma. Experience in occupational health and safety or industrial hygiene preferred.

### Essential Duties:

- Conduct daily health checks(e.g., temperature screenings and/or symptom checking) of staff and students, in accordance with any applicable privacy laws and regulations.
- Assist with the distribution of hand-sanitizer to staff and students, especially at the school entrance for each student.
- Performs increased routine cleaning and disinfection and prompt notification to custodial staff when areas need to be addressed.
- Monitor and assist to restock supplies and notify custodians when soap, hand sanitizer, paper towels, tissues need to be replaced.
- Monitor face coverings of all students and staff to ensure correct placement and adherence to district policies.
- Support students to correctly use face coverings and communicate the importance of wearing them.
- Assist the school nurse to monitor absenteeism of students and staff.
- Assist the school nurse to cross-train staff and create a roster of trained back-up staff.
- Assist the school nurse to maintain regular contact with local health officials when needed.
- Review relevant local/state regulatory agency policies and orders for updates.
- Assist with scheduled cleanliness of high contact areas, including areas such as the following:
  1. frequently touched surfaces (e.g., desks, door handles, railings)
  2. communal spaces (e.g., restrooms)
  3. shared objects (e.g., gym equipment, art supplies, games, drinking fountains, computers and keyboards, light switches, handles on equipment, shared desktops)
- Assist the school nurse to teach the importance of handwashing with soap and water for at least 20 seconds.
- Assist the school nurse to teach the importance of social distancing and staying with small groups.
- Assist to ensure that small groups maintain a physical distance of at least 6 feet to avoid mixing between groups.
- Participate in the school pandemic team meetings and actively participate in all planning and preparation for pandemics and community health situations.
- Monitor and check hygiene conditions in the school.
- Maintain confidentiality regarding personnel information.

- Performs other related duties as assigned.

**Evaluation of Performance**

Performance in this position will be evaluated annually by the Building Principal.

**Qualifications:**

- High School Diploma.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status are required.

**Physical Demands**

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Work Environment**

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

**TERMS OF EMPLOYMENT:** Ten-month contract.

**BOARD APPROVAL DATE:** 7/27/2020, 11/22/21