

# DECATUR CITY SCHOOLS

Office of Human Resources

212 FOURTH AVENUE, SE  
DECATUR, ALABAMA 35601  
www.dcs.edu



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## MEMORANDUM

TO: All Personnel  
FROM: Yvette Evans *Yve*  
DATE: February 6, 2024  
SUBJECT: **Custodian, CNP Worker and Bus Driver Vacancies**

The following positions are open and will be filled by the Decatur City Board of Education:

### DECATUR CITY SCHOOLS

**Custodian (5)**  
**CNP Worker (5)**  
**Bus Driver (5)**

### OPEN UNTIL FILLED

Persons interested in the above positions should have a completed application in the online application system with the State of Alabama "Teach Alabama."

A link to the online system, "Teach Alabama," can be found at the Decatur City School's website: [www.dcs.edu](http://www.dcs.edu) entitled "Jobs."

Once you have completed your online application, to be considered for a certain job you **MUST**:

Click on "All Jobs."

Click the "View/Apply" link next to any position for which you wish to be considered, then click the button provided to express interest.

**NOTE:** You will not be considered for a position if you have not expressed interest by clicking the APPLY button.

April 5, 1996

Decatur City Schools

**JOB TITLE: Custodian**

**SUMMARY:** Keeps inside and outside of assigned building clean, neat and orderly (this includes sidewalks and parking lot).

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

Sweep, mop, scrub, and vacuum hallways, stairs and office space.

- (a) Sweep daily
- (b) Mop and scrub halls weekly
- (c) Vacuum as needed

Empties trash and garbage containers daily.

Cleans debris from sidewalk daily.

Clear water, ice or snow from walks, steps, and entrances using brooms, shovels or abrasives.

Cleans debris from parking lot daily.

Clean and disinfect drinking fountains daily.

Clean desks and tables daily.

Clean and disinfect rest room floors, fixtures, stalls and other plumbing facilities daily.

Replace toilet supplies.

Scrape gum from floors as needed.

Replace accessible light bulbs.

Perform work in a neat and orderly manner within established building and safety codes.

Report any problems to supervisor.

Perform other related duties as assigned for emergencies or training purposes.

Strip and wax floors.

Performs necessary lawn care.

Assists in lunchroom as required.

## **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

Other duties as assigned.

## **QUALIFICATION REQUIREMENTS**

### **EDUCATION and/or EXPERIENCE:**

High school education or equivalent, and up to one month related experience or training, or equivalent combination of education and experience.

### **LANGUAGE SKILLS:**

Ability to read a limited number of two- and three-syllable words and to recognize similarities and differences between words and between series of numbers. Ability to print and speak simple sentences. Ability to effectively present information in one-on-one and small group situations.

### **MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of weight measurement, volume, and distance.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

### **PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to stand, walk, and use hands to finger, handle, or feel objects, tools, or controls. The employee frequently is required to reach with hands and arms and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

### **WORK ENVIRONMENT:**

While performing the duties of this job, the employee occasionally works in outside weather conditions and is occasionally exposed to extreme cold and extreme heat. The noise level in the work environment is usually moderate.

**DISCLAIMER:**

The preceding job description has been designed to indicate the general nature and level of work performed by an employee(s) within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of an employee(s) to this job.

The Decatur City School System does not discriminate on the basis of race, color, disability, sex, religion, national origin, or age in their programs, activities, or employment and provide equal access to the Boy Scouts and other designated youth groups. The Title IX Coordinator for Decatur City Schools is responsible for handling inquiries regarding the non-discrimination policies. The Title IX Coordinator can be reached by calling the Decatur City Board of Education at: (256) 552-3000.



Decatur City Schools  
**Job Title: Child Nutrition Program Worker**

**Summary:** Assists in the implementation of an efficient, organized and sanitary Child Nutrition Program through performing food preparation related tasks and monetary accounting tasks.

**Essential Duties and Responsibilities** include the following:

Prepares food in quantities according to menu and number of persons to be served.

Serves students and staff from cafeteria serving lines.

Washes dishes, trays, flatware, pots, pans and utensils.

Mops and sweeps.

Unpacks supplies and assists stocking food related items and shelves.

Maintains the kitchens and storage areas, including equipment, utensils and floor in a neat and sanitary fashion.

Operates commercial food service equipment, cutlery and various small equipment and utensils.

Performs related duties as required, including duties at special functions.

Recognizes a reimbursable meal for all types of meals served (i.e. traditional breakfast and lunch requirements, and offer vs. serve).

Assists with using various software programs to track and produce financial and other accountability reports.

Assists in using equipment and software to account for funds collected from students, employees and visitors, account for meal counts by category (i.e. free, reduced, or paid) and reconcile all counts to funds collected and meals served.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Other duties may be assigned as required.

**QUALIFICATION REQUIREMENTS:**

**EDUCATION AND/OR EXPERIENCE:**

Required: High school diploma or general education degree (GED).

One to three months related experience and/or training; or equivalent combination of education and experience.

**TECHNOLOGY SKILLS:**

Working knowledge of IBM or compatible PC and Windows operating system preferred.

Experience with word processing and spreadsheet software preferred.

**LANGUAGE SKILLS:**

Ability to read and comprehend simple instruction, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to deal with problems involving a few concrete variables in standardized situations.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**PHYSICAL DEMAND:**

The employee must frequently lift, push, pull, carry, and lift and move up to 50 pounds. Employee must occasionally move, push, pull, carry, lift and/or move more than 50 pounds.

While performing the duties of this job, the employee is regularly required to use hands and fingers, handle or feel objects, tools, or controls and talk or hear. The employee is required to stand and walk on a regular basis. The employee is frequently required to sit and reach with hands and arms. The employee is regularly required to bend, stoop, squat, climb, crouch, kneel and reach above the shoulders.

Specific vision abilities required by this job include close vision, peripheral vision, color discrimination, depth perception and ability to adjust focus. Employee is constantly required to hear.

**WORK ENVIRONMENT:**

The noise level in the work environment is usually at high intensity during lunch periods.

The employee frequently comes in contact with chemicals and hazardous materials.

Employee must be able to work in a cold or hot humid kitchen.

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September 29, 2005

**Decatur City Schools**

**JOB TITLE: Bus Driver**

**SUMMARY:** Drives school bus in a manner so as to insure safe transport of students to and from school and school functions.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:  
Maintain proper discipline on bus.

Keeps bus clean.

Services vehicle for safety before driving (checks fluid levels, lights, brakes, steering and replenishing fuel).

Keeps records of mileage, gas and oil consumption.

Reports mechanical problems to head mechanic.

Be available to cover additional trips due to early school release.

Be available to cover additional trips due to student evacuation training.

Be on time.

**NON-ESSENTIAL DUTIES AND RESPONSIBILITIES:**  
Other duties may be assigned as required.

**QUALIFICATION REQUIREMENTS**

**EDUCATION and/or EXPERIENCE:**  
Less than high school education; or up to one month related experience or training; or equivalent combination of education and experience.

**LANGUAGE SKILLS:**  
Ability to read and comprehend simple instructions, short correspondence, and memos.  
Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.

**MATHEMATICAL SKILLS:**  
Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.  
Ability to perform these operations using units of American money and weight measurement, volume, and distance.



**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Alabama Commercial Drivers License

Must satisfy the requirements established by the State Board of Education for Special Training and Licensing, including the obtaining of a physical examination report and/or waiver thereof signed by a licensed physician as required by Act No. 2012-372.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 20 pounds. Occasional restraining of out-of-control students is required. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee occasionally works in outside weather conditions.

The noise level in the work environment is usually very loud.

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DECATUR CITY SCHOOLS  
Annual Salary Schedule  
2023-2024

**Schedule L, L2**

**Custodians**

**\*Grandfathered**

**Schedule L, 214-Day**

Rank	LB*
Step	<b>214-Day</b>
	8.0 Hours
0	28,097
1	28,815
2	28,904
3	29,051
4	29,145
5-11	29,381
12-14	30,642
15-19	31,427
20-24	32,215
25-29	33,147
30	34,456

**Schedule L2, 12 Month**

Rank	LJ
Step	<b>12 Months</b>
	8.0 Hours
0	31,511
1	32,317
2	32,416
3	32,580
4	32,687
5-11	32,950
12-14	34,365
15-19	35,246
20-24	36,128
25-29	37,174
30	38,642

DECATUR CITY SCHOOLS  
Annual Salary Schedule  
2023-2024

**Schedule C**  
**Child Nutrition Program - 184 Day Worker**  
**\*Grandfathered**

Step	Rank			
	CD*	CE*	CL*	CF
	4.0 Hours	5.0 Hours	5.5 Hours	6.0 Hours
0	14,253	15,859	17,189	18,163
1	14,538	16,215	17,580	18,610
2	14,581	16,264	17,634	18,673
3	14,615	16,315	17,690	18,729
4	14,654	16,359	17,737	18,788
5-11	14,767	16,501	17,897	18,969
12-14	15,262	17,118	18,576	19,739
15-19	15,552	17,496	18,997	20,229
20-24	15,841	17,846	19,409	20,717
25-29	16,216	18,311	19,958	21,339
30	16,591	18,778	20,508	21,961

Step	Rank		
	CG*	CH	CJ
	6.5 Hours	7.0 Hours	8.0 Hours
0	19,677	21,191	24,218
1	20,161	21,712	24,814
2	20,230	21,786	24,898
3	20,290	21,850	24,973
4	20,354	21,920	25,051
5-11	20,549	22,130	25,292
12-14	21,384	23,030	26,319
15-19	21,914	23,600	26,971
20-24	22,444	24,170	27,624
25-29	23,117	24,895	28,452
30	23,790	25,620	29,280

DECATUR CITY SCHOOLS  
Annual Salary Schedule  
2023-2024

**Schedule R**  
**Bus Drivers \***  
**182 Days**

Rank	RA	RC
Step	20 Hrs/Wk	25 Hrs/Wk
0	18,057	22,571
1	18,673	23,341
2	19,291	24,114

\* Must hold & maintain Alabama School Bus Drivers License and Class B CDL with passenger and school bus endorsement.