

# OPERATIONS

## Director of Operations Ashley Varner

Budget Management; Staff Development and Management; Building Operations; Environmental Management including: Indoor Air Quality (IAQ), AHERA, Recycling & Refuse, Integrated Pest Management; Contract Oversight; Customer Service; Departmental Planning; Graduation Coordination; Furniture; District Copier Machines; copiers

## Operations Supervisor Stacey Suite

Employee Resource Assistance; Environmental Services; Inventory; Staff Development; AHERA; Operations Administration; Training Coordination; Customer Service; Employee Evaluations; Graduation Coordination

## Fiscal Secretary Lori Harmon

Secretarial Support; Payroll; Accounts Payable/Receivable; Purchasing; Inventory; Contract Support

## Secretary II Susan Hall

Secretarial Support; Organization; Leave Entry; Contracted Services Support

## Operations Foremen Terry Fenwick Gabby McFadden

Equipment Management; IPM; Staff Training; Safety Inspections; APPA Compliance; Building Service Mentor Program; Cleanliness & Inspections;

## Facilities Support Manager Dwayne Hancock

PPE; Training; Cleaning plan support; Building usage coordination; staff training

## Logistics Support Manager Junior Armstrong

IAQ & Mold Inspection; Staff Training; Supplies & Inventory; Delivery system

## Delivery Driver William Thompson

## 124.5 FTE Building Service Staff Assigned to School and Administrative Sites

Clean, safe, healthy, learning environment for students and staff; Customer Service

## Print Shop Operator Phyllis Smith

Graphic Reproductions; Maintain Print/Copy Equipment; Paper Inventory; Laminating