



JOB DESCRIPTION

JOB TITLE: **CUSTODIAN III - Base Kitchen**

Position Type: Classified	Department: Facilities
Salary Schedule: Classified	Reports to: Cafeteria Manager (10 months) and Plant Foreman (2 months)
Salary Range: 16	
Term of Employment: 12 Months	Date: October 26, 2016
Shift: Day/Night	Approved by: Human Resources

POSITION SUMMARY:

Keeps working areas of the kitchen and cafeteria clean, safe, attractive, comfortable and efficient. Keeps fixtures and equipment in working order. Receives food deliveries from various vendors and delivers daily to satellite schools. Assists kitchen with any kitchen related needs. Helps with the campus cleaning duties in the summer recess.

10 months: Employee works the same schedule as the cafeteria manager for 10 months. The cafeteria manager is the direct supervisor of the employee and completes the employees' evaluation.

2 months: Employee works with the school plant foreman during the summer recess. The plant foreman provides input to the cafeteria manager for the employees' evaluation.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

ESSENTIAL FUNCTIONS:

- Loads and delivers food and supplies to and from schools and/or District Office according to schedule.
- Maintains inventory of stock, putting away all deliveries for use on a rotation as directed.
- Lifts and carries boxes and containers of food and cafeteria supplies.
- Takes temperatures and records on temperature log, food being received and delivered.
- Keeps product in the freezer, refrigerator and dry storage areas neat and organized, kept with like product.

- Keeps building and premises neat and clean at all times; cleans kitchen and dining room area daily, mopping, sweeping, keeping spills wiped up, scrubbing and polishing floors as directed; cleans restrooms as assigned, depositing of trash and cleaning trash cans as directed.
- Sets up tables in the cafeteria for breakfast and lunch service.
- Helps monitor in the cafeteria at breakfast and lunch if not receiving or delivering.
- Stocks supplies used for breakfast and lunch service.
- Sanitizes all dining room tables at the end of each day.
- Mops and cleans walk in refrigerator.
- Recycles all recyclable boxes and containers.
- Keeps the student salad bar wiped up of spills during the dining period.
- Washes windows, doors, shelving, carts and equipment.
- Reports accident and potential safety hazards to supervisor; reports malfunctioning equipment to supervisor.
- Inspects for insects and/or rodent problems and reports to supervisor.
- Moves equipment from one location to another if needed.
- Replaces and maintains custodial supplies and cleaning equipment; replaces light bulbs.
- Talks with supervisor on a regular basis, discussing work processes, incidents, problems and plans, and receiving advice, counseling and instruction.
- Communicates positively with students, coworkers, school staff and parents.
- Uses Early Release days to get extra cleaning duties done in the cafeteria and kitchen.
- Assists plant foreman during summer recess period with general maintenance/custodial duties.

MARGINAL DUTIES:

- Other job related duties as assigned by the supervisor.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

SUPERVISORY RESPONSIBILITIES:

- None

OTHER SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Ability and desire to provide outstanding customer service.
- Ability to work effectively under time constraints.
- Able to work a flexible schedule, which may include weekend work.
- Must be able to comply with District's attendance standards as described in established guidelines.
- Must maintain a well-groomed appearance.
- Must be a team player and get along well with others.
- Must be highly organized with the ability to multitask.
- Must be detailed-oriented and self-motivated.
- Handwriting must be legible.

- Must have excellent communication skills.
- Must have excellent memory and ability to function well under stress.
- Must demonstrate flexibility, common sense, and good judgment.
- Must have ability to keep abreast of information pertinent to the job.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to read and interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to operate specific equipment or tools.
- Skill in repair and maintenance of a variety of devices, fixtures, equipment and facilities.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.
- Must have a food handlers card.
- Must have a valid driver's license and must not have accrued six (6) points against driver's license within the past three (3) years.

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.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms, and talk or hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, and taste or smell.
- Must occasionally lift and/or move more than 100 lbs.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually loud.
- The employee frequently works near moving mechanical parts.
- The employee occasionally works in high, precarious places and in outside weather conditions.
- The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock and vibration.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor. This is a temporary management guide tool, subject to change.