

Human Resources

Food Service Custodian

Department: Food and Nutrition
Reports to: Site Cafeteria Manager
Placement: Classified Non-exempt Salary Schedule
Term: See Duty Day Calendar

Position Summary:

To participate in the receipt, storage, unloading, inventory and service of kitchen product. Positions allocated to this classification are located at school site cafeterias. This job classification exercises responsibility for assisting in the accurate and timely receipt storage, inventory and service of District food and non-food supplies, materials and equipment.

Essential Functions:

- Receives, unloads, stocks, stores, shelves and re-shelves food and/or non-food materials, supplies.
- Assists in monitoring perpetual inventory of storerooms.
- Maintains food and non-food storage areas in a clean and orderly fashion.
- Sweeps, and mops floors of storage room, freezers and walk-in refrigerators weekly.
- Cleans kitchen equipment.
- Cleans up spills in kitchen production areas, serving areas, and dining areas.
- Replenishes paper and soap in dispensers at all restrooms and hand sinks.
- Empties trash in kitchen and dining area.
- Lifts heavy cases of food/beverage and non-food items.
- Moves production tables, heavy equipment and machinery as necessary for production.
- Assists in observing serving lines for orderly traffic flow and pilferage during meal service.
- Monitors dining area for orderly placement of trash.
- Cleans bathrooms in dining and kitchen area.
- Runs floor machine or mops dining and kitchen area floors.
- Cleans range vents and air ventilation system, washes windows, walls, cafeteria chairs and tables.

Marginal Functions:

- Assist with cashiering when necessary.
- Provide assistance when necessary with food preparation.

Training and Experience:

- One year of experience in stock work or custodial work in a food service setting is preferable.

Licensing/Certification Requirements:

- Food Handlers certificate from Maricopa Environmental Health Department.

Knowledge Of:

- Modern cleaning methods, materials, tools and equipment.
- Safe use and operation of equipment and chemical used in janitorial and custodial work.
- Standard receiving and storage practices, procedures, and operations for food/supplies.
- State sanitation requirements to meet the sanitation code for school cafeterias and proper method to handle and dispose of refuse.

Skill In:

- Reading and writing at a level sufficient to successfully perform required duties.
- Understanding and following oral and written instructions.
- Safely using and applying cleaning materials and equipment.
- Learning and effectively applying proper sanitation and safety requirements associated with food

- preparation, storage and serving operations.
- Effectively receive, store and inventory supplies, materials and food.
- Establishing and maintaining effective work relationships with those contacted in the performance of required duties.

ADA and Other Requirements:

Positions in this class typically require: climbing, crawling, stooping, kneeling, crouching, fingering, standing, walking, pushing, reaching, lifting, feeling, talking, hearing, seeing, and repetitive motions.

Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The employer will make reasonable accommodations in compliance with the Americans with Disabilities Act Amendments Act of 2008.

When duties and responsibilities change and develop, this job description will be reviewed and subject to changes of business necessity.