

TITLE: Custodial Helper, Food Service

QUALIFICATIONS:

1. Demonstrated aptitude for successful performance of the responsibilities & requirements listed below.
2. Able to lift 50# bags on an ongoing and as needed basis (see "Physical Requirements" below).

REPORTS TO: Food Service Director & Director of Buildings & Grounds

JOB GOAL: To provide an organized in/out flow of food and food related product.

PERFORMANCE RESPONSIBILITIES:

1. To keep an accurate inventory of food and food related products.
2. To keep product rotated and stocked neatly and correctly.
3. To receive and document incoming food and food related product.
4. To ship product daily to individual buildings.
5. To work with First Cook in setting up cases of food product for menu production.
6. To place tables and food carts in place before serving.
7. To assist in laundry.
8. To clean floor, garbage and other areas during lunch periods.
9. Breaking down of cardboard and removing trash from kitchen area.
10. Clean front entryway after 1:00 p.m.
11. Assist in mopping of lunchroom at end of day.
12. Assist other kitchen workers as needed and perform other duties as assigned.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- hearing and speaking to exchange information
- seeing to perform assigned duties
- dexterity of hands and fingers to operate equipment
- ability to bend, crouch, twist, reach, kneel, crawl, and balance during building maintenance activities
- pushing, pulling equipment that exceeds 100 pounds or lifting heavy equipment or supplies (up to 50 pounds)
- climbing stairs/ladders
- walking, standing or sitting for extended periods of time
- operating assigned equipment
- exposure to air contaminants, confined work spaces, dirt, electrical hazards, temperature extremes, noise, toxic materials and vibrations.

Offers of employment will be made contingent upon passing a pre-employment physical, and upon satisfactory evaluation of the results of a criminal background check. Candidates who refuse to submit to testing will be disqualified from the hiring process.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of noncertified personnel.