



**JOB DESCRIPTION**  
**Nutrition Service Lead Custodian**



<b>Reports to:</b>	Nutrition Services Manager	<b>Employment Group / Salary Range:</b>	Classified Range L
<b>Dept:</b>	Nutrition Services	<b>FLSA:</b>	Non-exempt
<b>Annual Work Days:</b>	261	<b>Formal Review Date: Board Approval Date:</b>	9/15/23 10/2/23

**PRIMARY FUNCTIONS**

Under the supervision of the superintendent’s designee, keeps the cafeteria facilities at assigned location(s) clean and orderly; maintains the cafeteria equipment in working conditions; keeps the contents of the storeroom walk-in refrigerator and freezer in orderly conditions; and other duties as required.

**ESSENTIAL DUTIES & RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Maintains cleanliness of the cafeteria, kitchen restrooms and other facilities related to food services.
- Stocks food service facilities with needed chemicals, equipment and solvents needed for cleaning.
- Manages stock in storerooms; stacked and shelved rotating oldest stock to be used first.
- Operates a variety of food service equipment.
- Cleaning of the hoods in the kitchens over winter break and summer break.
- Services kitchen equipment and makes minor repairs when necessary.
- Strips, waxes and polishes floors in the cafeteria, kitchen, and storerooms including, but not limited to stripping the floor, waxing the floor, and polishing the floor using ultra-high-speed buffer and/or other equipment provided.
- Maintain organization, placement, and appearance of containers.
- Performs miscellaneous cafeteria/kitchen maintenance work such as painting, minor wall, and door repair.
- Receives and inventories all food and equipment deliveries.
- Cashier during breaks and lunch when needed and assists in placing carts in the different locations as necessary.
- Transports food to various sites as directed by the supervisor.

- Perform other related duties as assigned.

## **QUALIFICATIONS**

### **Education and Experience:**

- High School diploma or equivalent to the completion of the twelfth grade (GED)

### **Licenses, Certificates and Other Requirements:**

- Three (3) years of custodial experience **REQUIRED**
- Valid California Driver's License

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **Knowledge of:**

- Methods of maintaining school facilities in a clean and sanitary condition.
- Cleaning equipment, tools, materials, and supplies used in custodial work.
- Operation and maintenance of custodial equipment.
- Proper methods of storing equipment, materials, and supplies.
- Proper lifting techniques.
- Safe working practices and methods.
- Sanitation and safety measures used in a custodial operation.
- Methods of cleaning and preserving floors, walls and furniture
- Health regulations and safe working methods and procedures.
- District policies, rules, and regulations.
- Basic cashiering techniques and basic mathematical computation.

### **Skills and Abilities to:**

- Use common tools to perform minor building maintenance.
- Use common cleaning equipment and supplies safely and efficiently.
- Understand and follow posted work rules and procedures.
- Develop and maintain effective interpersonal relations using tact, patience, and courtesy.
- Maintain reliable, punctual, and regular attendance.
- Work efficiently with frequent interruptions.
- Understand and carry out oral and written instructions.

- Adjust to situations as necessary.
- Operate a variety of custodial equipment including a floor stripper, buffer, carpet shampooer, vacuum cleaner, and other small power and hand tools.
- Complete minor repairs as necessary.
- Observe proper health and safety regulations.
- Interpret Federal and state regulations pertaining to use and disposal of hazardous materials.
- Maintain possession of a valid California Driver License with appropriate insurance

### **PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Physical Demands:**

While performing the duties of this class, employees are regularly required to talk or hear, in person and by telephone; sit, walk and stand; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 50 pounds unaided or 75 pounds with assistance. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus.

#### **Mental Demands:**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information, and documents; analyze and solve problems; observe and interpret situations; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information and skills; perform highly detailed work; work on multiple, concurrent tasks.

### **WORKING ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Employees work under typical office conditions subject to frequent public contact and interruption and to intermittent exposure to individuals acting in a disagreeable fashion.

The employee may be required to travel to locations other than the assigned work site and to adjust to work schedule changes and requirements to work overtime.

**EMPLOYEE CERTIFICATION OF JOB DESCRIPTION**

I hereby acknowledge I have read and understand the content of this job description. I have had the opportunity to ask questions and have those questions answered about the general duties and responsibilities of this job. I understand that the job description may be revised from time to time in the future by the Patterson Joint Unified School District Governing Board in consultation with my professional association as needed and where applicable.

I understand and agree nothing in this job description should be construed as a contract of employment. My employment with the Patterson Joint Unified School District is contingent upon execution of a signed contract approved by the board of trustees. Continued employment is subject to my adherence to board policy, state and federal laws, the collective bargaining agreement between my association and the district where applicable, and my performance evaluation.

I further acknowledge that it is my responsibility to notify my supervisor immediately in the event I may need reasonable accommodations to perform the primary functions, general duties and responsibilities, or the physical, mental and social requirements of this job.

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Name Printed*