



Universal Worker

Purpose Statement

The purpose of the Universal Worker is to support food service and custodial activities at the assigned location. Responsibilities include cooking food items according to nutritional requirements, maintaining sanitary conditions, and providing custodial services to ensure a safe and attractive environment for students, staff, and visitors.

Supervisory Relationship

Reports to: Principal and/or Department Supervisor

Essential Functions

- **Child Nutrition Support**
 - Cook and prepare food items according to mandated nutritional standards.
 - Estimate and adjust food preparation amounts to meet meal requirements and minimize waste.
 - Evaluate the flavor, appearance, and temperature of prepared foods.
 - Inspect and verify food items for quantity, quality, and order specifications.
 - Inventory food, condiments, and supplies to ensure availability for menu requirements.
 - Maintain sanitary conditions in equipment, storage, food preparation, and serving areas.
 - Serve food items to meet nutritional requirements and requests of students and school personnel.
 - Report equipment malfunctions for safe working order maintenance.
 - Stock food, condiments, and supplies to maintain adequate quantities and security.
- **Custodial Services**
 - Clean utensils, equipment, and food preparation and serving areas.
 - Monitor kitchen and cafeteria areas for safety and sanitation.
 - Perform custodial duties such as cleaning classrooms, offices, gyms, restrooms, and other areas.
 - Assist with site snow removal to ensure safety.
 - Deliver supplies, mail, packages, and furniture.
 - Inform students and staff about activities, safety issues, and proper maintenance of facilities and equipment.
 - Monitor students and staff to prevent injuries and ensure safety.
 - Perform summer maintenance such as floor stripping/waxing, furniture moving, painting, and carpet cleaning.
 - Prepare facilities for daily operations and special events.
 - Replenish classroom and restroom supplies.
 - Respond to inquiries and immediate safety or operational concerns.
 - Secure facilities and grounds to minimize property damage and equipment loss.
 - Support other maintenance staff as needed.
- **General Duties**
 - Attend unit meetings, in-service training, and workshops to gather and convey job-related information.
 - Adhere to school policies and procedures.
 - Perform other duties as assigned to support the effective operation of the work unit.
 - This position requires prompt and consistent attendance.

Job Requirements: Minimum Qualifications

Skills

- Operate commercial kitchen equipment and industrial maintenance tools.
- Use pertinent software applications.
- Adhere to safety practices.

Knowledge

- Basic math, including fractions, percents, and ratios.
- Written procedures, routine document writing, and clear communication.
- Safety and sanitation practices, food preparation, and industrial cleaning methods.

Abilities

- Schedule activities and meetings, gather and collate data.
- Work flexibly with others, handle interruptions, and adapt to changing work priorities.
- Communicate with diverse groups, set priorities, and meet deadlines.

Responsibility

Work under direct supervision using standardized procedures. Provide information and advice. Operate within a defined budget. Opportunity to impact the organization's services continually.

Work Environment

Significant lifting, carrying, pushing, and pulling. Some climbing, balancing, stooping, kneeling, crouching, crawling, and fine finger dexterity. Generally requires 2% sitting, 50% walking, and 48% standing. Exposure to risk of injury or illness.

Experience

Job-related experience is desired

Education

High school diploma or equivalent

Required Testing

Post-Offer Physical Exam

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non-Exempt

Salary Grade

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The Bismarck Public School District does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age, or other status protected by law in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. BPS administrative policy AAC (Nondiscrimination and Anti-Harassment) and regulations AAC-AR1 (Discrimination and Harassment Grievance Procedure) and AAC-AR2 (Title IX Sexual Harassment Grievance Procedure) may be reviewed online at <https://www.bismarckschools.org/school-board/district-administrative-policies>. The following person has been designated to handle inquiries regarding the non-discrimination policies and grievance procedures: Stacey Geiger, Human Resource Director/Title IX Coordinator/Section 504 Coordinator 128 Soo Line Drive, Bismarck, ND 58501 Telephone number: (701) 323-4070.