

SULLIVAN COUNTY SCHOOL DISTRICT

TITLE: Food Service/Custodian

DATE: March 21, 2023

REPORTS TO: Director (contractor)/
Business Manager/
Facilities Director

APPROVED BY: Board of Education

STATUS:

JOB SUMMARY: Provide students and staff with a nutritional, eye-appealing meal while ensuring a clean, sanitary, and safe, sanitary, orderly working environment according to HACCP regulations and the needs of the district.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Complete daily activities involving food preparation utilizing standardized recipes.
2. Apply principles of safe and sanitary food handling, preparation and storage.
3. Verify adequate supply and proper display of food; maintain correct food temperatures.
4. Serve students, faculty, and staff and replenish food on serving line.
5. Clean counters, tables, floors, and other equipment in the serving area.
6. Operate the cash register.
7. Order bread, milk, and other foods and supplies to maintain appropriate inventory levels.
8. Complete daily production sheets.
9. Work and/or prepare foods for banquets or special functions upon mutual agreement.
10. Monitor appliance temperatures and report problems to the Director of Food Services
11. Assist in dish washing area including loading and unloading dishes as well as storing utensils and equipment in the appropriate locations.
12. Perform other duties as assigned by the Director of Food Services and/or Business Manager and/ or Facilities Director after primary Food Service responsibilities are complete.
13. Clean and maintain the elementary cafeteria which includes tray removal, emptying and replacing trash bags in trash bins, wiping down of lunch tables and processing empty kitchen containers for disposal.
14. Clean and maintain the high school cafeteria which includes tray removal, emptying and replacing trash bags in trash bins, wiping down of lunch tables and processing empty kitchen containers for disposal.

15. After cafeteria cleanup, follow each building principal's instruction for set up of the cafeteria for after hours' activities.
16. After cafeteria duties are completed, follow building custodian schedule.
17. Maintain school buildings, ensuring a clean and orderly condition by dusting, sweeping, mopping, scrubbing, cleaning and vacuuming with a primary emphasis on the cafeteria and adjoining hallways, bathrooms and office space.
18. Responsible for turning off lights and fans when leaving the building, and lock and secure all doors.
19. Assist with snow removal or any emergency that may arise. Keep sidewalks and entry ways of buildings clear of debris, ice and snow.
20. Report any malfunction of equipment to the Director of Facilities and school office such as drains, lights or fans.
21. Perform other duties as assigned by the Director of Facilities.

QUALIFICATIONS:

Ability to read and understand written instructions
Knowledge of and understanding of various cleaning chemicals is necessary
Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)
Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
Submission of Federal Criminal History Record in accordance with Act 114 of 2006
Submission of the Arrest/Conviction Report and Certification Form as required under Act 24 of 2011
Submission of the Child Abuse Recognition and Reporting Training certification form as required under Act 126 of 2012
Such alternatives to the above qualifications as the Board may find appropriate and acceptable

PHYSICAL DEMANDS:

Ability to reach above and below the waist
Ability to use fingers to pick, feel and grasp objects
Ability to use both hands for repetitive motion
Ability to bend, twist and kneel
Ability to lift/carry supplies weighing 40 lbs. or more
Ability to stand or walk for an extended period of time

SENSORY ABILITIES:

Visual acuity
Auditory acuity

WORK ENVIRONMENT:

Typical food service environment
Subject to inside and outside environmental conditions
Includes extreme hot areas (near ovens, etc.) and cold areas (freezers)

TEMPERAMENT: Must be cooperative, congenial, and service-oriented
Must be able to work in an environment with frequent interruptions
Able to receive oral communication and convey details or important instructions to other workers accurately, loudly, and quickly
Present a positive image in all dealings with the administration, building staff, students, and the general public
Respond positively and appropriately to students, parents, and community members
Must be able to make judgments and work under high level of stress as it pertains to the job

COGNITIVE ABILITY: Ability to follow written and verbal directions
Ability to read and write
Ability to communicate effectively
Ability to organize tasks
Ability to exercise good judgment

SPECIFIC SKILLS: Must possess math skills
Ability to operate food service equipment
Ability to use/operate custodial equipment

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)