Updated 1/24/22

**Title:** **Food Services Director/Custodian**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: 40 hours per week at an hourly wage

Typical Work Week: Typically, Monday – Friday (during the school year 6:30 a.m. - 2:30 p.m.) and (during the summer 6:30 a.m. or 7:00 a.m. - 2:30 p.m. or 3:00 p.m.) Summer daily start time is discussed with employee and then set by the supervisor. 30 minute duty free lunch. Holiday, vacation, and leaves determined by Board Policy 5:330 for 12-month support staff.

Job Tasks/Responsibilities:

Collaborative Relationships:

* Interact positively and professionally with all District stakeholders
* Work under the direction of Principal/ Superintendent for Food related matters and Director of Facilities followed by the Head Custodian for Custodial for custodial tasks
* Problem solve and handle conflict in a professional manner

Management:

* Ensure compliance with all federal, state, and local regulations
* Plan, assign duties, schedule work, assist with and/or coordinate interviews, and supervise food service worker
* Order and purchase food supplies of appropriate quality at the best available cost per unit
* Receive orders, check quality, verify invoices, and store properly
* Maintain highest standards of sanitation
* Work with office staff to maintain and provide information to complete all financial and operation reports
* Maintain food cost control, menu costing, inventory, and participation records
* Provide a safe and pleasant atmosphere in which to work
* Help and assist all staff with requests for use of the kitchen

Preparation and Serving:

* Establish menus that meet nutritional and institutional requirements, are appetizing, attractive, high quality, and within cost limitations
* Provide nutritional education to students and use student input in menu planning
* Prepare food in a safe and sanitary manner
* Promote an enjoyable experience for all students and staff
* Establish serving line in an orderly and efficient manner
* Promote positive relations with all
* Ensure menu and food service meets requirements of Federal and State Programs
* Prepare and clean-up cafeteria
* Coordinate and facilitate staff meals as requested

Custodial:

* General cleaning (indoor and outdoor areas of the facility)
* Perform floor cleaning tasks (scrubbing and waxing of floors)
* Assist with classroom moves or furniture requests
* Assist with building security
* Assist with setup and takedown of inside and outside activities
* Perform emergency custodial cleanups and tasks
* Assist with outside mowing, lawn care, landscaping, and/or building improvements
* Assist with the mitigating of grounds related to weather conditions to protect the safety of everyone
* Assist with projects to revitalize District property and equipment
* Painting

General:

* Attend work in a timely manner on a daily basis
* Demonstrate appropriate appearance on a daily basis
* Demonstrate cooperation with all staff
* All other duties as assigned as “other”