Updated 3/24/25

**Title:** **Assistant Food Services Director/Custodian (Part-Time)**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: Less than 12-month employee with a not to exceed average of 34 hours per week (minimum 30 hours during typical school weeks & minimum of 20 hours for June – no July work).  Typical school week shift is 9:30 a.m. – 4:00 p.m. and the shift for June and early August (TBD).  During the school year, the job is approximately 35% Food Service and 65% cleaning.  During June and early August, the job is approximately 10% Food Service and 90% cleaning/facility improvement work.  Employment is contingent on eventual completion of the Food Manager’s Protection course and a willingness to lead the Kitchen as early as 6:30 a.m. on a school day morning, if our Food Services Director is absent.

Job Tasks/Responsibilities:

Assisting Food Services Director

* Assist with compliance with all federal, state, and local regulations
* Assist with ordering and purchasing of food supplies of appropriate quality at the best available cost per unit
* Assist with receiving orders, checking quality, verifying invoices, and storing properly
* Assist with maintaining highest standards of sanitation
* Assist with maintaining food cost control, menu costing, inventory and participation records
* Assist with providing a safe and pleasant atmosphere in which to work
* Assist with the helping and assistance of all staff with requests for use of the kitchen
* Assist with establishing menus that meet nutritional and institutional requirements, are appetizing, attractive, high quality, and within cost limitations
* Assist with providing nutritional education to students and using student input in menu planning
* Assist with preparing food in a safe and sanitary manner
* Assist with promoting an enjoyable experience for all students and staff
* Assist with establishing serving line in an orderly and efficient manner
* Assist with promoting positive relations with all
* Assist with ensuring menu and food service meets requirements of Federal and State Programs
* Assist with preparation and clean-up of the cafeteria
* Assist with coordinating and facilitating 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

Other

* All other duties assigned as “other”