Updated 1/27/20

**Title:** Kitchen Aide/Custodian

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: Typically, work days are primarily during the school year on days with student attendance (11:00 a.m.-5:00 p.m.), 15 minute break, and leaves are determined by Board Policy 5:330 (less than 12-month support staff). Additional work days for deep cleaning and/or staff institute days are assigned accordingly.

Job Tasks/Responsibilities:

Collaborative Relationships:

* Interact positively and professionally with all District stakeholders
* Assist with providing a safe and pleasant atmosphere in which to work
* Assist with promoting an enjoyable experience for all students and staff
* Work cooperatively and under the direction of the Food Services Manager/Cook, Assistant Food Services Manager/Cook, Director of Facilities, and Head Custodian
* Problem solve and handle conflicts in a professional manner

Kitchen Aide:

* Implement a daily system for dishwashing (timely and thorough)
* Clear, rinse, and load dishes and utensils into dishwashing machine
* Operate and monitor dishwashing machine
* Unload dishwashing machine and store/organize properly
* Empty trash containers as needed
* Maintain a clean work area by sweeping and mopping as needed
* Assist with preparation and clean-up of the tables and floors of the kitchen and cafeteria
* Assist with maintaining highest standards of sanitation
* Assist with preparing food in a safe and sanitary manner

Custodian:

* General cleaning
* 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
* All other duties assigned as “other”