

JOB DESCRIPTION

JOB TITLE: Food Service Worker/Custodian

SCHEDULED HOURS: 30 hours/week
August 23, 2021 - June 3, 2022 (follows school calendar)
10:00am - 4:00pm, Monday-Friday

REPORTS TO: Executive Director

STARTING SALARY: \$16/hour

DATE POSTED: July 6, 2021

JOB SUMMARY:

This position is responsible for two main areas - food service and custodial work. The essential functions of the food service is to pick up food, serve food to students, and clean up the kitchen/cafeteria area. The custodial work includes maintaining a clean, orderly, and safe school environment.

ESSENTIAL FUNCTIONS:

⇒ **Food service:**

- Drives a school van to pick up lunch everyday.
- Prepare food for serving.
- Serve food to students.
- Washes dishes and cleans the food service area.
- Other food service duties as assigned.

⇒ **Custodial:**

- Cleans assigned areas of the building. Assists with general cleanup of the school. Does emergency cleaning as needed.
- Clean and sanitize bathrooms. Restock supplies in bathrooms.
- Empty all trash cans and replace liners, clean receptacles as necessary.
- Maintain janitorial areas (storage rooms, closets, etc.) in a clean, organized, and safe manner.
- Maintain janitorial equipment in a clean, safe, and operable manner.
- Proper dilution and use of all chemicals.
- Wearing of proper personal protective equipment at needed times (safety glasses, gloves, etc)
- Notify Supervisor concerning the need for repairs to operating systems or equipment.
- Monitor building security and safety by performing such tasks as locking doors after operating hours.
- Other routine maintenance duties as assigned

WORKING ENVIRONMENT:

- VES is a fun, energetic, and innovative school environment with approximately 110 students in grades 6-12. The person in this position will be an important part of the VES team and will interact with students and staff during the school day. The person must be self-directed in completing the necessary tasks every day.

PHYSICAL DEMANDS:

- The work requires routine walking, standing, bending, and carrying items weighing less than fifty pounds. Moving items over fifty pounds utilizes a team lift or a two wheel dolly.

KNOWLEDGE, SKILLS, & ABILITIES

- Ability to read and write and perform basic mathematical calculations.
- Basic understanding of cleaning and sanitation procedures.
- Good communication and interpersonal skills.
- Good customer service skills.
- Ability to follow oral and written instructions.
- Ability to prioritize multiple tasks.
- Ability to work effectively with a team.
- Ability to work independently as needed to support the group effort.
- Basic knowledge of cleaning products or willingness to learn.
- Maintains high standards of work habits, sanitation and safety.

QUALIFICATIONS:

- High School Diploma, GED, or further Technical Training applicable to the job
- Six months or more related experience. Mechanical aptitude helpful.
- Valid Driver's License required.