

**TITLE:** Lunchroom Custodian

**QUALIFICATIONS:**

1. Literate, high school diploma or GED preferred.
2. Physically capable of performing assigned duties.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Such alternatives or additional qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Lunchroom Manager, Principal or CNP Director

**JOB GOAL:** To provide students with a safe, attractive, comfortable, and clean place in which to have meals. Assist with inventory management / stock.

**JOB DUTIES:**

1. Follows work schedule of manager and carries out all assignments in a cooperative manner.
2. Keeps cafeteria neat and clean at all times. This includes monitoring tables, floors, walls, water fountains, dish return area, and garbage cans. Spills and clutter should be cleaned immediately.
3. Checks daily to ensure that all cafeteria doors are open and all panic bolts are working properly during the hours of meal service.
4. Keeps all floors in a clean and attractive condition and in a good state of preservation.
5. Makes such minor equipment repairs as custodian is capable of doing. Reports major repairs needed promptly to manager.
6. Maintains on a regular schedule all filters and other mechanical equipment requiring scheduled servicing. Changes light bulbs, replaces fuses, and related matters as needed.
7. Regulates heat / air conditioning systems appropriate to the season, ensuring economical usage of energy.
8. Pulls stock from inventory on a daily basis as directed by the manager.
9. Receives and stores stock upon delivery. Maintains all storage (dry storage, freezer, cooler, and supply/ janitorial storage) areas in a neat and orderly manner, observing the first-in, and first-out storage rule.
10. Keeps an inventory of supplies, equipment, and fuel on hand, and requisitions such needed replacements from the manager far enough in advance so that they may be delivered in such time as will not hinder the custodian of his/her duties.
11. Removes garbage from the food service area as needed. Washes garbage cans as required and lines with garbage liners. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste. This includes keeping area around dumpster clean.

12. Ability to use and maintain equipment for cleaning floors that sweep, mop, and/or scrub, as needed.
13. Capable of standing and walking for long periods on hard floors.
14. Ability to empty 50 gallon trash receptacles into an eight yard dumpster.
15. Ability to use trash receptacle washer.
16. Ability to read chemical product sheets and follow required safety procedures while using any cleaning products or machinery.
17. Ability to lift boxes or materials that range in weight not to exceed more than fifty pounds.
18. Ability to use twelve foot ladders or less in performing maintenance or cleaning tasks.
19. Ability to disassemble, clean and reassemble equipment necessary for cleaning and maintaining cafeteria.
20. Demonstrates consistent integrity, dependability, appropriate speech and behavior to Child Nutrition Employees and all staff, parents and students. Treats students and all others with respect and reports student discipline problems through proper channels.
21. Dresses in an approved uniform and safety shoes.
22. Demonstrates pride and takes initiative in the work performed, attends in-service meetings as required, and participates in activities that promote the Child Nutrition Program.
23. Cooperates with health officials in supporting all local and state public health laws and codes.
24. Demonstrate food safety knowledge by completing "Serve Safe" course.
25. Performs other related duties as requested.
26. Maintain professional growth and competence through professional development **as per Board Policy 5.5 Personnel – Professional Development**
27. Adhere to school system rules, administrative procedures, local board policy, and state and federal rules and regulations.
28. Perform other duties as may be assigned.

### **Essential Duties**

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks (an employee who is assigned a duty or task believed to be unlawful should report the assignment to their direct supervisor). It should also be noted the order of duties/responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

**TERMS OF EMPLOYMENT:**             9-Month     10-Month     11-Month     12-Month

**EXPECTED WORK DAY:**            8 Hours

**SALARY:**            According to Albertville City School Board approved salary schedule and determined by rank and experience **as per policy 5.1.2 – Personnel – Special Requirements for the Position**

**EVALUATION:** Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel and State Requirements

Reviewed and agreed to by: \_\_\_\_\_ Date \_\_\_\_\_  
Employee

Principal/Program Coordinator \_\_\_\_\_  
Initials

Human Resource \_\_\_\_\_  
Initials

**BOARD APPROVED:4/12/16**