

Job Description

Job Title: Child Nutrition Custodian

Supervisor: Cafeteria Manager

Job Classification: Non-Exempt

Pay Grade: 12

Contract Length: 183 Days

Job Summary

Responsible for assisting the manager with receiving and putting away of orders to include food, paper product and cleaning supplies required for Child Nutrition Services. The inventories include but not limited to paper products, cleaning product and food products. The custodian also is responsible for the dish room, disposing of trash and cleaning assigned areas. When needed they will assist in the food preparation, serving line or cashiering as needed.

Essential Duties

1. Manages food items in the freezer, refrigerator and stock room by stocking (lifting up to 50 pounds) and rotating product when new stock arrives. Alerts Child Nutrition Manager if items need to be ordered in order to operate the program.
2. Ability to check in orders coming in from vendors and keeps the CNS manger alerted to any shortages with the delivery.
3. Follow standards of safety in preparing, storing and serving food as required by the Child Nutrition Services Office and Virginia Department of Health.
4. Operate the dish room and clean area using proper chemicals.
5. Dispose of trash from all areas in the kitchen using recycle bins when available. This includes breaking down cardboard boxes to be recycled.
6. Clean assigned area to include but not limited to, sweeping, mopping, cleaning walls, walk in freezer, walk in refrigerator, dish machine, trash cans, loading dock and mop room.
7. Maintains required forms and records as assigned by the manager.
8. Attends job related training classes and workshops as required.
9. Perform other duties as assigned.
10. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each duty satisfactory. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualifies, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

High School Diploma and some experience in food and inventory management. Some environmental services experience. Experience in a food services environment preferred. Ability to read and write in English and follow written and oral instructions. Possession of or the ability to obtain a Food Handlers card. Follows dress code as outlined in the Child Nutrition Services Handbook. Desire to put forth the best effort in all assigned duties. Ability to follow safety precautions to avoid injuries of minor cuts, falls, bruises, burns and scalds. Ability to complete written forms and records.

Working Conditions & Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Must have the ability to stand for extended periods of time; exhibit manual dexterity to use cleaning equipment; to see and read printed material with or without vision aids; speak in audible tones so that others may understand

clearly; physical agility to lift and carry up to 50 pounds; to climb ladders, bend, stoop, walk and reach overhead. Ability to be exposed occasionally to fumes, toxic or caustic chemicals, and exposure to high noises level.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school or office environment. The noise level in the work environment is usually moderate to loud.

Supervision Exercised: None

Supervision Received: Cafeteria Manager

This job description in no way states or implies that these are the only duties to be performed by this employee. The Child Nutrition Custodian will be required to follow any other instructions and to perform any other related duties as assigned by the Cafeteria Manager or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received a copy of this job description and understand the contents.

Employee Name (Print)

Signature

Date

Revised 07/19 CR