

## SCHOOL DISTRICT OF SARASOTA COUNTY

### JOB DESCRIPTION

#### FOOD SERVICE ASSISTANT I/CUSTODIAN

**SALARY SCHEDULE: SSP2 (4HOURS) / SSP4 (4HOURS)**

**COST CENTER: FOOD AND NUTRITION SERVICES (9021)/FACILITIES SERVICES DEPARTMENT (9029)**

**QUALIFICATIONS:**

- (1) Minimum eighth (8th) grade education
- (2) Must be able to pass an on-the-job custodial training course. The course will commence on the first day of placement and be completed at the end of thirty days.
- (3) Must be able to demonstrate proficiency in carrying out all custodial tasks.
- (4) Must be able to operate and maintain all custodial and grounds equipment.
- (5) Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of and ability to use food service equipment related to assignment. Ability to communicate effectively, both orally and in writing. Ability to follow directives and work as a team member. Ability to be flexible as time associated with each duty varies with tasks assigned.

Basic knowledge of maintenance equipment used on assignments. Capable of doing heavy manual work in routine housekeeping duties and grounds work in and around schools. Ability to follow directives and to work as a team member. Ability to communicate effectively both orally and in writing.

**REPORTS TO:**

Manager, Food and Nutrition Services  
Head Custodian

#### JOB GOAL

To perform skilled work in the preparation and service of food that covers all phases of the Food and Nutrition Services Program and to provide services that will maintain a clean, safe and positive environment at assigned school site.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

**FOOD SERVICE ASSISTANT I PERFORMANCE RESPONSIBILITIES**

- \* (1) Prepare all food items as directed.
- \* (2) Perform serving tasks as assigned.
- \* (3) Perform cleaning and sanitation tasks as assigned.
- \* (4) Perform cash collection tasks as assigned.
- \* (5) Collect cash and complete accounting form as directed.
- \* (6) Operate food service equipment in accordance with appropriate procedures.
- \* (7) Serve on a rotating basis to any of the following positions. Cashier, server, back-up, dish machine operator, food preparation and clean-up.

**FOOD SERVICE ASSISTANT I/CUSTODIAN (Continued)****CUSTODIAL PERFORMANCE RESPONSIBILITIES**

- \* (1) Develop a working knowledge of methods, materials and equipment used in cleaning floors, walls, windows, light fixtures and plumbing fixtures.
- \* (2) Develop knowledge of care of equipment used in lawn and floor care.
- \* (3) Develop ability to scrub, mop, wax and polish floors.
- \* (4) Develop ability to maintain bathrooms as a safe and healthy place.
- \* (5) Develop knowledge of chemicals used in cleaning.
- \* (6) Replace light bulbs where needed.
- \* (7) Assist in making simple repairs to equipment.
- \* (8) Empty waste paper baskets and take trash to dumpster.
- \* (9) Cut grass and perform other routine care of grounds.
- \* (10) Move office and classroom furniture as directed.
- \* (11) Deliver supplies to offices and classrooms.
- \* (12) Maintain positive relationships with staff and vendors.
- \* (13) Participate in workshops and training sessions as required.
- \* (14) Communicate effectively with staff and vendors.
- \* (15) Respond to inquiries and concerns in a timely manner.

**PERFORMANCE RESPONSIBILITIES RELEVANT TO BOTH POSITIONS**

- \* (1) Demonstrate initiative in the performance of assigned responsibilities.
- \* (2) Complete all required reports and maintain appropriate records.
- \* (3) Provide for a safe and secure workplace.
- \* (4) Model and maintain high ethical standards.
- \* (5) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- \* (6) Keep supervisor informed of potential problems or unusual events.
- \* (7) Follow all School Board policies, rules and regulations.
- \* (8) Exhibit interpersonal skills to work as an effective team member.
- \* (9) Demonstrate support for the School District and its goals and priorities.
- \* (10) Maintain confidentiality regarding school matters.
- \* (11) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 02**

\*Essential Performance Responsibilities