

## ASSISTANT COOK

REPORTS TO: Superintendent/Head Cook

### ESSENTIAL FUNCTIONS:

Assists in the preparation and serving of all food in the cafeteria.

Responsible for head cook duties in the absence of the head cook.

Assists in cleaning the kitchen and cafeteria.

Assists in the disposal and storage of unused food.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

### DESIRED MINIMUM QUALIFICATIONS:

High school diploma or GED.

Previous experience with quantity food preparation and service.

Ability to write, read, and comprehend simple instructions and correspondence.

Able to establish and maintain effective working relationships with students, staff, and the community.

Able to express himself/herself clearly and concisely in both oral and written communications.

Able to perform duties with an awareness of all District requirements and Board policies.

Ability to handle stressful situations.

Ability to effectively manage time and responsibilities.

### EQUIPMENT USED:

Calculator, cash register, copy machine, fax machine, telephone/voice mail, oven, dishwasher, and other kitchen equipment.

### WORK ENVIRONMENT:

The employee constantly works around others, works with the public, and works inside. The noise level in the work environment is frequently loud. The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job. The employee occasionally will be working in temperatures about 100 degrees and will be walking on slippery surfaces.

PHYSICAL DEMANDS:

The employee is frequently required to walk and continuously required to stand. The employee will frequently bend or twist at the neck and waist while performing the duties of this position. The employee will occasionally be required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee continuously uses hand strength to grasp tools. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this position include close vision, depth perception, and peripheral vision.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee rarely performs routine work. The employee exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are infrequently available. The employee frequently works within time constraints and must maintain attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communication. Memory, reasoning, and exercising judgment are constantly used/required on the job. Mathematics, estimating, and problem solving are frequently used/required on the job.

For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.

## CUSTODIAN

REPORTS TO: Superintendent

### ESSENTIAL FUNCTIONS:

Sweeps, mops, scrubs, and waxes floors.

Vacuums rugs and carpets.

Dusts, waxes, washes, and polishes furniture and woodwork.

Cleans restrooms, replenishes supplies, and fills dispensers.

May water lawn, trees, and shrubs in the absence of grounds personnel.

Maintains areas adjacent to buildings in clean, safe, and sanitary condition.

Washes windows, walls, sinks, and fountains.

Arranges furniture and equipment for special activities.

Observes and reports need for repairs and makes minor repairs as time permits.

Secures buildings at end of shift.

Picks up trash and litter and empties and cleans trash and garbage receptacles.

Does emergency cleanup resulting from vandalism, breakage, spillage, or illness.

Stacks, assembles, and stores furniture, equipment, and supplies.

Cleans chalkboards and trays.

Is responsible for reporting unruly student activities, loitering, vandalism, or similar situations.

Performs routine nontechnical maintenance duties with the use of household hand tools.

May prepare and paint interior and exterior walls.

Orders, receives, stores, and distributes supplies.

*Only minimum duties are listed. Other functions may be required as given or assigned.*

#### DESIRED MINIMUM QUALIFICATIONS:

No experience required, but some previous custodial or janitorial work is desirable; high school diploma or equivalent; or any combination of training and experience likely to provide the desired knowledge and abilities.

Good physical condition and fitness.

Knowledge of methods, materials, and equipment used in cleaning various types of surfaces and furniture.

Knowledge of basic safety practices related to custodial work.

Perform heavy physical labor.

Work effectively without close supervision.

Operate specialized cleaning and maintenance tools and equipment.

Understand and follow a work schedule.

Keep basic work records and make reports.

Understand and carry out oral and written instructions.

Maintain cooperative working relationships with those contacted in the course of work.

Ability to handle stressful situations.

Ability to effectively manage time and responsibilities.

#### EQUIPMENT USED:

Cleaning and maintenance tools and equipment, including but not limited to vacuum, floor polishers, floor strippers, miscellaneous scrubbing equipment.

#### WORK ENVIRONMENT:

While performing the duties of this job, the employee regularly works inside and outside. The employee must be able to meet deadlines with severe time constraints.

The noise level in the work environment is usually moderate but can be noisy, depending upon the task at hand.

#### PHYSICAL DEMANDS:

While performing the duties of this job, the employee is frequently required to walk, stand, travel from one building to another, push heavy equipment, twist at neck and waist, reach, kneel. Specific vision

abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. May be required to lift and/or carry up to 50 pounds.

MENTAL/MOTOR DEMANDS:

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually unavailable. The employee frequently works within time constraints and maintains attentiveness intensity. The employee may be involved in interactions which require oral and written communications.

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