

**Gridley Unified School District  
Job Description**

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<b>JOB TITLE:</b>	<b>CUSTODIAN / CAFETERIA ASSISTANT</b>	
SALARY LEVEL:	5	UNIT: Classified
DEPARTMENT:	Food Service	LOCATION: Food Service Sites
REPORTS TO:	Director of Child Nutrition	BOARD APPROVED: 07/19/2023

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**SUMMARY:** Under the general direction of the Director of Child Nutrition Services, the Custodian/Cafeteria Assistant is responsible for the cleanliness, general maintenance, safety and security of the food service sites.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

General maintenance of cafeteria sites from a prepared work schedule including:

- Storing supplies and equipment
- General cleaning of cafeteria including sweeping, scrubbing, waxing, polishing and cleaning windows, restrooms, door glass, metal work such as door panels and hand railings, concrete, linoleum, tile and wood floors; vacuums/shampoos rugs and carpets.
- Empties and cleans the waste receptacles; refills dispensers with appropriate soap and paper products.
- Picks up paper and other refuse on grounds, sweeping walks and entrances.
- Assists in the complete cleaning of buildings and grounds during vacation periods, including painting, minor remodeling, etc. and performs related work as required by food service.
- Assembles, adjusts and arranges furniture and equipment; sets up facilities for special events and meetings.
- Safely clean, disinfect, and dispose of human or animal body waste, in accordance with proper safety standards.
- Replaces lamps and fuses.

Coordinates daily and weekly goods delivery to the cafeteria and takes accurate inventory of items.

Promptly delivers food to other sites to meet serving deadlines and returns necessary equipment and goods to Sycamore Cafeteria.

Assists school personnel with heavy objects, loading and unloading of trucks and stocking shelves as requested.

Makes a security check of buildings following such activities if event is held during regular hours.

Inspects on a regular basis buildings and equipment used in the course of work and reports any safety, sanitary or fire hazards observed.

Makes minor non-technical repairs to buildings and equipment and reports major repair work to Supervisor.

Opens, locks and secures school cafeterias.

Reports damage or unsafe conditions to the Supervisor.

Responds to emergencies and takes appropriate action to protect public and property.

Requests materials and supplies as needed.

Keeps simple records.

Performs other related duties as assigned by Supervisor.

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

**EDUCATION AND/OR EXPERIENCE:** High school diploma (preferred) or general education degree (GED); one year of related experience required or equivalent combination of education and experience.

**LANGUAGE SKILLS:** Ability to read, write and comprehend simple instructions, short correspondence and memos. Ability to effectively present information in one-on-one and small group situations to students, co-workers and other employees of the organization. Ability to write and speak at a level sufficient to fulfill duties to be performed and understand and carry out oral and written directions.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**REASONING ABILITY:** Ability to apply a common sense understanding to carry out basic or specific written or oral instructions and deal with problems involving a few known variables in routine situations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** California Driver's License required by the first day of service.

**OTHER SKILLS AND ABILITIES:** Ability to interact with staff members, students, parents and others in an open, friendly, business-like manner and maintain a cooperative relationship with those contacted in the course of work. Maintain a neat and clean personal appearance.

**PHYSICAL DEMANDS:** 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 accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands to manipulate or feel objects, tools, or controls and reach with hands and arms. The employee frequently is required to talk or hear. The employee is occasionally required to climb or balance, stoop, kneel, crouch, or crawl and taste or smell. The employee must regularly lift and/or move up to 10 pounds to a height of six feet, occasionally lift and/or move up to 50 pounds to a height of five feet, and rarely lift and/or move up to 60 pounds to a height of four feet. However, while lifting amounts above 60 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, extreme cold, extreme heat, risk of electrical shock and vibration. The noise level in the work environment is usually loud.