

LIBERTY COMMUNITY UNIT SCHOOL DISTRICT #2
JOB DESCRIPTION

TITLE: DISHWASHER/CUSTODIAN

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Certification of good health signed by a licensed physician. Be free of communicable diseases.
3. Demonstrated aptitude or competence for assigned responsibilities.
4. Reports to work in appropriate clothing.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
6. Practices good grooming habits, with regard to personal hygiene, unquestionable cleanliness of body, clothing, hair, neat appearance, and posture.

REPORTS TO:

Maintenance Director

JOB GOAL:

That the students and adults eating school lunch will have clean sanitized trays and silverware, and that the tray cleaning area be kept in as clean and sanitary condition as possible.

DISHWASHER EXPECTATIONS:

1. Will perform tasks of spraying and cleaning trays and silverware, filing racks, operating dishwashers, removing and sorting trays and silverware, returning trays and silverware to the serving area to be available for use.
2. Empty dishwasher following proper procedure as trained, to turn off switches, clean strainers, etc.
3. Through cleaning and wiping of adjacent dishwasher counters, walls and window area.
4. Assists in the daily clean up of the kitchen and service areas.
5. Reports to work on time and follows directions carefully.
6. Remembers and practices safety precautions at all times.
7. Uses a quiet, pleasant tone of voice when speaking to the children, remembering the lunchroom employee is part of the educational system and should be proud of that fact.
8. Has a pleasant attitude and works cooperatively with fellow workers in the joint effort of maintaining smooth and efficient operations of the school cafeteria.
9. Assist in making sure we provide a safe environment for students, as per the risk management plan.
10. Perform other duties as assigned.

CUSTODIAN EXPECTATIONS:

1. Empty waste baskets and pencil sharpeners daily and deliver trash collected to the assigned area.
2. Sweep, dry mop, wet mop, and/or vacuum floors.
3. Thoroughly clean and mop restrooms daily. Fill paper towels, toilet paper, and soap in restrooms each evening.
4. Clean up spills on the carpet or tile in an appropriate and timely manner.
5. Dust window sills, computer tables, computers and other furniture, etc. at least weekly.
6. Clean white boards on schedule and by arrangement with the teacher in each room.
7. Wash and polish interior windows as needed
8. Wash student desks and table tops at least weekly and more often if needed.
9. Point out to the Maintenance Director or administrations unusual marks or damage that is in need of further attention.
10. Disinfect all water fountains daily.
11. Inform Maintenance Director of any light tubes or bulbs that need replacement.
12. Report immediately to the principal any damage to school property, vandalism, evidence of deliberate littering and any behavior that is demeaning to the housekeeper.
13. Is knowledgeable about the various cleaning agents, chemicals, used in this position and consults with the head custodian when the proper cleaning agent to use is not clear.
14. Uses cleaning agents that are in properly labeled containers.
15. Although specific work areas and performance responsibilities are assigned to each custodian, a sense of cooperation and teamwork and acknowledgment of the need of accomplishing the tasks will be most productive.
16. Each custodian will have assigned areas in which he/she is totally responsible for the performance of the cleaning and sanitizing operations and for such work as may be necessary to enhance the attractiveness of the areas.
17. Specific area responsibility will be assigned by the Maintenance Director or Superintendent, as well as hours worked.
18. Assist in making sure we provide a safe environment for students, as per the risk management plan.
19. May assign other duties.

EQUIPMENT USES:

Dishwasher, disposal, broom and wet mop.

WORKING CONDITIONS/ PHYSICAL DEMANDS:

The working conditions described should be 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.

While performing the duties of this job, the employee is frequently required to use hands to handle, or feel products, objects, tools, or controls; talk and hear. The employee is required to stand, walk and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

TERMS OF EMPLOYMENT:

Established by the Board of Education.

EVALUATION:

Evaluations conducted annually in accordance with provision of the Board’s policy on Evaluation of Support Personnel.

I reviewed this job description and discussed its contents with my supervisor. I believe it accurately reflects the duties of this position.

Print Name

Signature of Staff Member

Date

I reviewed this job description and discussed its contents with the staff member whose signature appears above. I believe it accurately reflects the duties of this position.

Signature of Supervisor

Date

