

**FORT BRAGG UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION – FOOD SERVICE COURIER/ROVING CUSTODIAN**

DEFINITION

The incumbent performs a variety of custodial duties to maintain the cleanliness and orderliness of assigned rooms, buildings, and related facilities and maintains the daily receiving and delivery of food to the cafeterias, and food service inventory.

SUPERVISION RECEIVED AND EXERCISED

The incumbent receives daily supervision for deliveries from the nutrition Manager, and general supervision from the Facilities Operations & Maintenance Manager. Technical and functional work may be directed by a Senior Custodian or Food Service personnel.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Sweeps, scrubs, waxes floors; vacuums and cleans rugs and carpets; cleans restrooms; empties and cleans waste receptacles.
- Washes whiteboards/blackboards, windows, walls and blinds.
- Performs minor maintenance or repairs on appliances or equipment such as replacing light bulbs.
- Locks and unlocks entrances to buildings; checks buildings for security.
- Inspects buildings for safety, fire and sanitary hazards.
- Operates a variety of electrical cleaning equipment; maintains custodial equipment and supplies.
- May perform grounds maintenance work including watering lawns and shrubs and cleaning grounds.
- Assists school personnel in moving or rearranging furniture, desks and other equipment.
- Picks up cafeteria supplies from the warehouse and delivers them to school cafeterias.
- Off loading food service deliveries
- Maintains warehouse and freezer; prepares and controls inventory of food and supplies.
- Food service deliveries to school sites from warehouse.
- Inventory control.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods of cleaning and preserving floors, walls and fixtures.
- Cleaning materials and disinfectants, equipment and tools used in custodial work.
- Safe work practices.
- Safe driving practices
- **Safe** Food handling practices
- Practices of inventory control

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Ability to:

- Drive District vehicle safely and efficiently.
- Drive and operate a forklift.
- Maintain accurate records of work performed
- Use tools required in custodial and minor maintenance work, including electrical cleaning equipment.
- Understand and follow oral and written instructions.
- Perform heavy manual labor.
- Clean and care for assigned areas and equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience, Education and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

One year of general custodial, driving, and or delivery experience

Training:

See examples of duties and minimum qualifications.

Education:

Equivalent to the completion of twelfth grade.

Special Requirements

- Possession of, or ability to obtain, a valid California drivers license.
- May be required to possess, or obtain, a valid asbestos maintenance and operation certificate as required by the Asbestos Hazard Emergency Response Act.

Physical Requirements

- Ability to exert 75 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.