Updated 2/24/25

**Title:** **Food Services Director/Head Custodian**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: 40 hours per week at an hourly wage

Typical Work Week: Typically, Monday – Friday (during the school year 6:00 or 6:30 a.m. – 2:00 or 2:30 p.m.) and (during the summer 6:30 a.m. or 7:00 a.m. - 2:30 p.m. or 3:00 p.m.) Summer daily start time is discussed with employee and then set by the supervisor. 30 minute duty free lunch. Holiday, vacation, and leaves determined by Board Policy 5:330 for 12-month support staff.

Job Tasks/Responsibilities:

**FOOD SERVICES DIRECTOR**

*Management:*

* Ensure compliance with all local, State, and Federal regulations
* Plan, assign duties, schedule work, assist with and/or coordinate interviews, and supervise and oversee food service workers
* Order and purchase food supplies of appropriate quality at the best available cost per unit
* Receive orders, check quality, verify invoices, and store properly
* Maintain highest standards of sanitation
* Work with office staff to maintain and provide information to complete all financial and operation reports
* Maintain food cost control, menu costing, inventory, and participation records
* Provide a safe and pleasant atmosphere in which to work
* Help and assist all staff with requests for use of the kitchen

*Preparation and Serving:*

* Establish menus that meet nutritional and institutional requirements, are appetizing, attractive, high quality, and within cost limitations
* Provide nutritional education to students and use student input in menu planning
* Prepare food in a safe and sanitary manner
* Promote an enjoyable experience for all students and staff
* Establish serving line in an orderly and efficient manner
* Promote positive relations with all
* Ensure menu and food service meets requirements of Federal and State Programs
* Oversee the preparation and clean up of cafeteria
* Coordinate and facilitate staff meals as requested

**HEAD CUSTODIAN**

*Coordinate, Report, and/or Oversee:*

* Develop, coordinate, and oversee entire daily, weekly, monthly, and seasonal cleaning plans for the District (recycling, garbage, cleaning of furniture and equipment, classrooms, restrooms, gymnasiums, offices, walls, blinds, windows, floors, etc.)
* Develop, coordinate, and oversee a master floor cleaning program (wash, scrub, strip, wax, and seal)
* Report weekly progress to Director of Facilities
* Coordinate and prepare setup and takedown of indoor activities
* Coordinate, purchase, organize, inventory, and budget for cleaning supplies and equipment, and restroom supplies
* Report to Director of Facilities to provide input about overall job performance of all Custodians
* Coordinate and organize storage areas of cleaning equipment and supplies
* Assist with classroom moves or used furniture requests
* Assist with building security
* Assist with setup and takedown of outside activities, when needed
* Perform emergency custodial cleanups and tasks
* Assist with outside mowing, lawn care, landscaping, and/or building improvements, when needed
* Assist with the mitigating of grounds related to weather conditions to protect the safety of everyone, when needed
* Assist with the painting and revitalizing of District property and equipment, when needed
* Ensure all cleaning supplies and equipment meet local, State, and Federal guidelines

**General & Collaborative Relationships:**

* Interact positively and professionally with all District stakeholders
* Work under the direction of Principal/ Superintendent for food service related matters and Director of Facilities for custodial tasks
* Problem solve and handle conflict in a professional manner
* Attend work in a timely manner on a daily basis
* Demonstrate appropriate appearance on a daily basis
* Demonstrate cooperation with all staff

**OTHER**

* All other duties as assigned as “other”