

# ESMERALDA COUNTY SCHOOL DISTRICT – HR Department

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## FOOD SERVICE, CUSTODIAN - GOLDFIELD

**Job Group:** Food Service / Facility Services

**Classification:** Classified

**Terms of Employment:** Classified Salary Structure (9 month); 32 hours per week, per school year, as needed over the summer.

**FLSA Status:** Non-Exempt

### POSITION SUMMARY

**Food Service:** Supervises students during lunch periods, warms and serves food, maintains food product inventory for site, maintains the kitchen and lunchroom area. Reports directly to the Superintendent.

**Custodial:** Cleans assigned area or facilities of the Goldfield Elementary School. Reports directly to the Superintendent.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented. In addition to the essential duties and responsibilities listed below, regular and consistent attendance is an essential function of this position.

#### **A. Food Service specific:**

1. Coordinates with the Food Service Coordinator.
2. Warms and serves food.
3. Maintains good housekeeping sanitation of the kitchen and equipment.
4. Maintains food inventory list for location.
5. Reports food service counts to the Food Service Coordinator.
6. Performs and participates in other related duties as assigned by the Superintendent.

#### **B. Custodial specific:**

1. Cleans school district office, classrooms, lunchroom, and bathrooms by dusting, vacuuming, sweeping, mopping, polishing, or scrubbing.
2. Services soap dispensers, towel boxes, and similar containers.
3. Empties and cleans wastepaper baskets and other refuse containers. Takes trash to county dump site on a regular basis.
4. Travel from site to site will be required.
5. Conforms to safety standards as prescribed.

### ACCOUNTABILITIES

Works under the direct supervision of the Superintendent for Custodial duties, coordinates activities with the Food Service Coordinator regarding food service duties and is evaluated by the Superintendent.

### POSITION EXPECTATIONS

1. Follows all policies, rules and procedures established by the school district.
2. Is alert all times to the children and their needs.
3. Possess physical and mental stamina commensurate with the responsibilities of the position.
4. Regular and consistent attendance.

#### **A. Food Service specific:**

1. Ability to work under pressure.
2. Ability to meet predetermined deadlines.
3. Ability to utilize general office machines, email and general computer programs.
4. Willingness to attend trainings as it relates to the position.
5. Knowledge of CPR/AED and Universal Precautions.

**B. Custodial specific:**

1. Ensure the cleanliness of the classroom and lunchroom areas.
2. Ability to perform physically demanding work.
3. Ability to maintain and operate custodial equipment.

**POSITION REQUIREMENTS**

1. High School diploma or GED equivalent.
2. Valid driver's license and DMV clearance.

**LICENSES AND CERTIFICATIONS**

Must have the ability to complete:

1. Current Handle with Care, First Aid, and CPR Training.
2. Blood Borne Pathogen and Universal Precaution Training.

Candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

**PHYSICAL AND MENTAL REQUIREMENTS**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to bend, stoop, sit and stand for long periods of time. Reaching for items above and below waist and head level required. Some reaching, bending, squatting, and stooping required. Involves hearing and speech to communicate in person or over the telephone. Must have the ability to lift 50 pounds or 1/3 body weight, whichever is greater, to waist height, perform a 2 to 3 person lift, and the ability to restrain student(s) as needed and in accordance with state regulations. May involve significant stand/walk/push/pull. Occasional climbing, balancing, crouching and crawling. Frequent stooping, reaching, kneeling, handling, repetitive fine motor activities, talking, and hearing. Vision: occasional near and far acuity, depth perception, and color vision.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS**

Work is performed under the following conditions:

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud on occasional to frequent time periods. May involve work in crowded environments. May involve frequent to moderate lifting and other physical demands. Position may occasionally be required to travel by car to transport students to programs not available within the student's school of attendance.

**HAZARDS**

Stress, anxiety, verbal and physical aggression. Classroom furniture, playground/office equipment, blood borne pathogens, communicable diseases, chemicals, power/hand operated equipment and machinery, and operation of vehicle (as related to specific assignment).

**PHYSICAL CAPACITY REQUIREMENTS FOR POSITION**

(Mark with an X, leave blank where not applicable)

ESSENTIAL FUNCTION	LESS THAN 25% OF TIME	25% TO 49% OF TIME	50% TO 74% OF TIME	75% TO 100% OF TIME
Sitting		X		
Standing			X	
Walking			X	
Bending/Stooping/Squatting/Twisting			X	
Crawling		X		
Kneeling		X		
Reaching above body		X		
Reaching away from body		X		
Climbing stairs		X		
Climbing while working (ladder, stools, roofs, poles)		X		
Balancing				
Lifting &/or carrying objects		X		
Up to 50 Pounds or 1/3 Bodyweight		X		
Pushing		X		
Pulling		X		
Grasping/Gripping		X		
Handling				X
Applying torque (arms)		X		
Fine manipulation	X			
Repetitive work			X	
Weight bearings		X		
Typing, keyboarding, or entering data	X			
Computer monitor/CRT		X		
Driving a vehicle	X			
Working alone			X	
Operating machinery or Equipment			X	
Heavy equipment	X			
Vibrating equipment				
Power Tools	X			
Machine/electrical hazards		X		
Ladders ≥ 6 feet	X			
Personal protective equipment	X			
Respirator use				
<b>WORK CONDITIONS:</b>				
High Noises	X			
Heights	X			
Confined spaces	X			
Heat stress	X			
Cold stress	X			
UV exposure	X			
Hazardous chemical/waste	X			
> 8 hours day				X
Overtime/Irregular Hrs.				X
<b>SENSES:</b>				
Eyes		X		
Visually demanding work			X	
Near vision		X		
Far vision		X		
Depth Perception		X		
Basic Color Discrimination	X			
Hearing protection	X			
Speech discrimination	X			
Audio alarms		X		
Ability to smell		X		

**An Affirmative Action/Equal Opportunity Employer**

The Esmeralda County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. The District recognizes the fundamental rights of applicants and employees to be assessed on the basis of merit. Recognition of seniority and current employment with the District may also be considered. Therefore, it is the policy of the District to provide equal employment opportunity for all applicants and employees. The District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 572-3250.

I have read and understand the requirements of my position.

\_\_\_\_\_  
Employee Name (Printed):

\_\_\_\_\_  
Employee Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Superintendent Signature:

\_\_\_\_\_  
Date: