

**Jt. Jerome School District #261**  
**Job Description**  
**Substitute Employee**

**TITLE:**

- ◆ Substitute Food Service or Custodian

**SUMMARY:**

- ◆ **Food Service:** On-call position performs general kitchen duties assigned by the Kitchen Manager, such as service in the cafeteria, food preparation, or clean-up duties.
- ◆ **Custodian:** On-call position keeps the District's school buildings in a state of operating excellence that they present no problems or interruptions to the educational program.

**REPORTS TO:**

- ◆ **Food Service:** Kitchen Manager -- **Custodian:** Building Head Custodian

**PROFESSIONAL REQUIREMENTS:**

- ◆ High School diploma
- ◆ Food service or custodial work experience desirable; any combination of experience and training which provides the applicant with the knowledge, skills and ability required to perform the work preferred.
- ◆ Ability to perform duties in accordance with general educational ethical requirements of the Jerome School District and the State Department of Education.

**DUTIES AND RESPONSIBILITIES:**

**Food Service:**

- Performs general cleaning and sanitation duties; operates dishwashing equipment; wipes down tables and service areas; stacks and stores kitchen equipment; cleans sink, drain board and food preparation areas.
- Assists in routine food preparation activities, such as cutting and washing fruits and vegetables.
- Serves food items to students and staff as assigned.
- Maintains neat and clean work environment; cleans and stores equipment and tools when job has been completed.
- Follows good safety and sanitation procedures.
- Ability to learn operating procedures for institutional-sized kitchen work.
- Other duties as may be assigned by Kitchen Manager.

**Custodian:**

- Cleans and preserves designated spaces, equipment, etc. in the buildings, classrooms, and grounds according to schedules; daily and periodical.
- Assists visiting public utilizing the facilities with directions within building and in obtaining and setting up needed equipment as directed by building principal.
- Maintains building and grounds security in the building each school day making sure all exits are open and all panic bars are in proper working order.
- Maintains all walkways, parking areas, and school grounds.
- Transports materials and/or equipment from one building to another within the District when requested.
- Reports any damage to school property to Maintenance Director or Building Administrator immediately.
- Remains on school premises during school hours and during non-school hours when the use of the building has been authorized and custodial attendance is required by the principal.
- Other duties as assigned by Head Building Custodian.

**General Substitute:**

- Is able to organize work tasks and complete them with a minimum amount of direction and supervision.
- Maintain neat appearance and good personal hygiene.
- Ability to establish and maintain effective working relationships with a variety of people.
- Attends scheduled training sessions as required by District.
- Complies with all preventative safety measures implemented by District or building administrator.

**PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly, stands; walks, uses hands and fingers to handle, or feel objects, tools, or controls. The employee frequently squats, stoops or kneels, reaches above the head and reaches forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee frequently bends or twists at the neck and trunk while performing the duties of this job. The employee frequently lifts and/or moves up to 70 pounds. Occasionally the employee will lift and/or move up to 100 lbs. The employee sometimes pushes/pulls. The noise level in the work environment is generally moderate to loud. Duties maybe performed indoors and outdoors.

**Terms of Employment:** Determined yearly by academic calendar, hours per day determined by substitute position (does not include unpaid lunch). This position shall be considered in all respects "employment at will" and the terms set forth in this job description shall not create a property right and are set forth only to advise the employee of when and what types of services will be required by the District.

- Salary & Benefits:**
1. Salary to be set by Board of Trustees
  2. Comprehensive benefit package.

**Evaluation:** Performance of this position will be evaluated periodically by the Building Principal or a designee in conformance with District policy relating to evaluation of classified employees.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The physical demands and work environment described are representative of those that must be met by an employee to successfully perform the essential functions of this job. The requirements listed 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.

**AN EQUAL OPPORTUNITY EMPLOYER**

Employee Printed Name \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

*My signature acknowledges I have been provided a copy of this job description.*