

**GRANITE SCHOOL DISTRICT**  
**Classified Employee Job Description**

**Title** Clean-up Manager, School Foods

**Supervisor's Title** Foreman, School Foods

**Date Prepared** 3/99 **Date Reviewed** \_\_\_\_\_ **Date Reviewed**

**Employee/Incumbent Review** \_\_\_ **Immediate Supervisor Review** \_\_\_ **GCEA Review**  
**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl**

**Location** Central Kitchen \_\_\_\_\_ **Lane**

**Implementation Date** \_\_\_\_\_ **ADA Review**

**Job Summary**

Coordinates cleaning activities of the Central Kitchen. Supervises the activities of one Assistant Custodian and up to 25 clean-up workers including some disabled teenagers.

**Essential Functions**

Cleans equipment, floors, and other areas of the Central Kitchen. Has some responsibility for snow removal around delivery docks and dumpsters. Responsible for proper response to asbestos issues in the Central Kitchen. Locks the building and turns on security.

Provides input for personnel actions, such as hiring, disciplinary action and discharge. Assigns, supervises, and coordinates duties of all clean up personnel, and interprets and enforces district policies and safety regulations. Makes minor repairs or arranges for equipment to be repaired. Administers first aid when needed. Delivers special food orders. Maintains compliance for Board of Health inspections concerning cleanliness.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge, Skill and Ability**

Job requires ability to read and write, use basic bookkeeping, and skill to organize and motivate workers and knowledge of chemical cleaning products. Needs to be able and certified to operate lift equipment (forklift). Incumbent will train others in Hazard Communication including MSDS use and maintenance.

**Minimum Entrance Requirements for Training**

High school education or equivalent. Must have or be able to get ServeSafe training. Basic first aid and CPR training required. This position requires a CDL license and a current DOT medical card.

### **Minimum Entrance Requirements for Prior Experience**

This position requires two years job related experience with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

### **Decision Making Authority**

Must motivate, initiate and assess activities, solve problems, make decisions for entire department. Needs to provide special instructions and understanding for handicapped students working in the Central Kitchen area.

### **Interaction with Others (Non-Supervisory)**

Works with Central Kitchen personnel especially the baking crew. Interacts with Job Specialists, SSI documentation, secretaries, and other district maintenance crews.

### **Supervision**

Supervises one Assistant Custodian and 25 or more clean-up workers.

### **Working Environment**

Standard commercial kitchen working conditions. Partly office, partly kitchen including very high humidity, frequent temperature change, and unpleasant odors. Temperatures can range from below freezing in the freezers to quite hot near cooking equipment and dishwashers. Large supervisory responsibility entail attention to many details, frequent interruptions, and need for efficient operation.

### **Physical Demand Characteristics**

Must be able to stand for hours at a time. Moves weights up to 130 pounds. Uses high pressure steam cleaning equipment.