CENTRAL KITCHEN STEWARD

Class Code: 8039
Job Family: Food Service
Classification: Support Staff
Terms of Employment: Pay Grade 43 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under direct supervision, the purpose of the position is to supply food to the food packing line in the central kitchen.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Retrieves and supplies food to the food packing line and various food packing areas.
2. Places packaged food in coolers and/or freezers for storage; transfers food and kitchen supplies, as directed.
3. Assists kitchen personnel in handling, moving, and stacking of heavy crates or boxes; moves and adjusts tables, food racks, dollies, and various support equipment; operates a pallet truck to transfer food and supplies.
4. Cleans, disinfects, and provides for the general upkeep of kitchen facilities (i.e., food preparation surfaces, utensils, and work area, etc.); kitchen equipment, machinery, and appliances; dishes and cooking containers; drinking fountains and drains.
5. Services soap dispensers, towel boxes, and similar containers; replaces paper and soap supplies.
6. Empties and sanitizes trash containers and other receptacles; lines all trash containers with plastic trash bags.
7. Sanitizes and cleans floors and walls (i.e., sweeps, mops, washes, and scrubs, etc.).
8. Sanitizes and maintains lavatories (i.e., cleans toilets, sinks and fixtures; washes and scrubs walls, etc.); replaces paper supplies and soap in restrooms.
9. Utilizes various cleaning agents, mixing according to label instructions, and using in accordance with prescribed safety precautions and directions.
10. Utilizes various custodial and general maintenance equipment (i.e., mops, brooms, buffers, power sweepers, pressure washer, dish washing machine, etc.).
11. Adheres to all applicable federal laws, Clark County School District policies and procedures, and food service safety directives.
12. conforms to safety standards, as prescribed.
13. Performs other tasks related to the position, as assigned.

DISTINGUISHING CHARACTERISTICS:
Position may be assigned to a broad array of generalized kitchen support functions including general custodial tasks of the assigned area and equipment.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):

1. Knowledge of basic food provisioning and storage procedures.
2. General knowledge of and ability to utilize materials, methods, and equipment used in custodial work.
3. Knowledge of basic Clark County School District work policies and guidelines; knowledge of departmental practices and procedures.
4. Ability to understand and follow written and oral instructions.
5. Ability to read and write; ability to perform basic math.
6. Ability to safely operate all food service kitchen equipment.
7. Ability to utilize various cleaning agents, mixing according to label instructions, and using in accordance with prescribed safety precautions and directions.
8. Ability to operate a pallet truck.
9. Ability to establish and maintain effective working relationships with management, other employees, and students.
10. Ability to work independently to carry out assignments to completion.
11. Ability to perform duties with a professional and cooperative work ethic.
12. Ability to climb, reach, bend, stoop, kneel, sit, and stand for long periods of time; walk; lift up to 50 pounds.
13. Ability to maintain high standards of personal hygiene, appearance, cleanliness, sanitation, and safety.
14. Ability to work flexible hours and shifts.
15. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Six (6) months experience in entry-level food services and custodial work; or an equivalent combination of education, training, and experience.

Licenses and Certificates:
1. Current Southern Nevada Food Handler Safety Training Card. If training card is not in possession at time of application or Qualified Selection Pool (QSP) request, it must be obtained within two (2) weeks of hire into position. Must be maintained for the duration of the assignment.
2. Forklift certification from the Clark County School District. If certificate is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for the duration of the assignment.

Preferred Qualifications:
None Specified

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Current Southern Nevada Food Handler Safety Training Card, if applicable.
3. District-issued forklift certification, if applicable.
4. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District (i.e., central kitchen, school kitchens, food service cooking and packaging production area, restrooms, locker rooms, corridors, cafeterias, offices, building perimeter).

WORK ENVIRONMENT:
Strength: Medium/Heavy - Exert force 5-100 lbs., occasionally; 25-50 lbs., frequently; or up to 10-20 lbs., constantly.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions: Mostly in climate-controlled kitchen setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).
EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
Various computers and software applications, telephones, fax machines, copy machines, two-way radios, hydraulic lift-gates, trailers with refrigerated units, forklifts, pallet jacks (electric), ladders, hand trucks, etc.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.