

Duties of Kitchen Custodian - per Building Chief

- 1) Check with kitchen manager first thing in the a.m. --- general check of equipment, cooler/freezer and food.
- 2) Custodians who put food away, **first must rotate so old product is in front not behind or on bottom.** Put away frozen and dry goods - Wednesday food delivery, dated and labeled by the food service staff. Kitchen staff will empty out store rooms of carts etc. before deliveries arrive.
- 3) Daily load carts with frozen and dry goods needed for day --- taken from cooler/freezer, dry storage and brought to kitchen counter area. **Kitchen staff should put unused items back where they came from.**
- 4) Fill milk coolers --- before breakfast and lunch serving times.
- 5) Set up cafeteria; be aware of schedules and any changes.
- 6) Clean cafeteria and empty trash after breakfast and lunch or as arranged by building chief.
- 7) Clean kitchen, empty trash, and clean food service staff locker/bathroom area after food service staff hours and/or arranged by building chief.
- 8) Perform mechanical repairs as needed. Work orders, directed by custodian after consulting with building chief and informing food service manager, attention Connie Murray – ESC/Food Service Office. Food Service staff should bring up repairs as they happen do not wait till summer.
- 9) Floor mats --- arranged by the building chief as to when and how they are cleaned.
- 10) Other duties assigned by building chief.
- 11) Kitchen staff should place empty cut down boxes out of the way and they will be removed with the trash.
- 12) Kitchen staff should open cases of food for use. **(Kitchen custodians do not)**

Reminder:

Custodians are employed by Buildings and Grounds Dept and work for the entire building and are NOT food service employees.

H&S to budget for contractors to clean hood vents



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