



## PERSONNEL COMMISSION

Class Code: 0478  
Salary Range: 19 (C1)

### SENIOR FOOD PRODUCTION UTILITY WORKER

#### JOB SUMMARY

Under general supervision, lead a small crew and perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center; maintain grounds and Nutrition Center facilities in a clean, orderly and secure condition; train and provide work direction and guidance to assigned staff; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Lead a small crew and perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center; maintain grounds and Nutrition Center facilities in a clean, orderly and secure condition. **E**
- Train and provide work direction and guidance to assigned staff; assign and schedule daily work run sheets; prioritize emergency requests. **E**
- Assure central kitchen equipment preventative maintenance schedules are met in accordance with established timelines; update Maintenance Safety Data Sheet books. **E**
- Maintain a variety of records and prepare routine reports related to work performed; inventory and order cleaning supplies and equipment. **E**
- Serve as a point of contact for District pest control personnel; assure pest control notices are posted in accordance with legal guidelines; apply non-poisonous pest control methods to eradicate insects and other pests according to established procedures. **E**
- Communicate with site administration regarding cleaning and sanitation needs and outside agencies regarding pick up of recycled materials and other assigned activities. **E**
- Perform touch-up painting work on walls and doors; prepare surfaces for painting; patch small holes; use brushes, spray equipment or rollers in applying paint. **E**
- Properly store and dispose of paint and other hazardous materials; maintain storage area in a clean, safe and orderly condition. **E**
- Participate in the maintenance of the outside areas of the Nutrition Center including flowerbeds and parking lots; pull weeds from flowerbeds; sweep litter from walks, parking lots and driveways; pick up and dispose of trash, branches, leaves and

- other debris; clean roof spouts. **E**
- Participate in the cleaning and maintenance of Nutrition Center facilities including offices, conference rooms, loading docks, storerooms, lounges, elevators, stairways and kitchen and warehouse areas; clean tables, chairs, walls, windows and blinds; change light bulbs. **E**
- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets; spot clean, steam clean and shampoo carpets; clean floor mats; spot mop spills. **E**
- Clean, sanitize and perform preventative maintenance on central kitchen commercial equipment including ovens, slicers, cutting boards, walk-in refrigeration units, hood filters, flat bed carts, dishwashers, ice machines and freezers in accordance with established schedules and sanitation standards; clean floor drains; take and record freezer and refrigerator temperatures; remove ice buildup. **E**
- Empty garbage receptacles; separate recyclable material and place in appropriate containers; breakdown cardboard boxes and other materials for disposal or recycling; assure outside vendors pick up recyclable materials according to schedule. **E**
- Clean and disinfect drinking fountains and restroom facilities including sinks and toilets; fill dispensers with towels, soap, toilet paper and other items; clean mirrors and tile. **E**
- Move and arrange furniture and equipment for a variety of special events and meetings; prepare conference rooms for events; monitor the schedule of events and meetings to assure set up needs are met in a timely manner. **E**
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set alarms as appropriate. **E**
- Inspect grounds, buildings and equipment to assure the safety of staff and visitors; report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance repairs to appropriate authority. **E**
- Inspect and maintain fire extinguishers to assure proper operation; take and record gas meter readings. **E**
- Operate and maintain a variety of cleaning and sanitation equipment including floor scrubbers, vacuums, mops, buffers, pressure washers and hand and power tools; service, lubricate and adjust cleaning and sanitation equipment; check fluid levels, inspect and replace brushes, hoses, blades and belts; change oil and filters as needed. **E**
- Wear protective clothing including air filters, masks, rubber boots and coveralls in accordance with established procedures. **E**
- Drive a District vehicle to school sites to assist with the cleaning, removal and installation of commercial kitchen equipment or make deliveries of food and supplies; maintain the Nutrition Center District vehicle; refuel and assure smog test is completed in a timely manner. **E**
- Participate in the thorough cleaning and restoration of Nutrition Center facilities during the summer months or vacation periods. **E**
- Participate in the preparation and serving of food items as necessary to assure smooth and efficient Nutrition Services operations.

- Provide assistance lifting, moving, pushing and pulling heavy items to other staff as requested.

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

The Senior Food Production Utility Worker serves as a lead over a small Food Production Utility Worker crew at the Nutrition Center, schedules daily run sheets and provides work direction and guidance to assigned staff. Incumbents in this classification perform a variety of general grounds maintenance and complex cleaning and sanitation activities in support of the Nutrition Center and perform touch-up painting work as needed. Some work at school sites may be performed to support the mission of the department. This work may involve the delivery of food and supplies, moving of furniture and equipment and cleaning and assisting with maintenance of cafeteria equipment. Protective clothing and related safety devices are provided to incumbents and should be worn in accordance with established procedures.

### **EMPLOYMENT STANDARDS**

#### **Knowledge of:**

Materials, tools and equipment used in modern cleaning and sanitation work.  
Modern cleaning methods including cleaning floors, carpets, furniture, walls and fixtures.  
Basic methods, equipment and materials used in gardening work.  
Proper methods of storing equipment, materials and supplies.  
Health and safety regulations applicable to assigned activities.  
Basic principles of training and providing work direction to others.  
Record-keeping and basic report preparation techniques.  
Proper lifting techniques.  
Inventory methods and practices.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Basic methods of preparing surfaces for painting.

#### **Ability to:**

Observe strict sanitation and health and safety standards of the Nutrition Center.  
Maintain Nutrition Center facilities and adjacent grounds areas in a clean, orderly and secure condition.  
Perform preventative maintenance on central kitchen commercial equipment  
Use cleaning materials in a safe and efficient manner.  
Inventory and order required supplies and equipment.  
Operate and maintain a variety of cleaning and sanitation equipment.

Observe and report health and safety hazards and need for maintenance and repair.  
Assign and review the work of others.  
Communicate effectively both orally and in writing.  
Establish and maintain effective working relationships with others.  
Observe legal and defensive driving practices.  
Maintain routine records.  
Determine appropriate action within clearly defined guidelines.  
Move and arrange furniture and equipment for meetings and special events.  
Prioritize and schedule work.

**Education and Training:**

Graduation from high school or equivalent. Coursework or on the job training in large-scale kitchen sanitation methods or equipment operation is desirable.

**Experience:**

Two years of experience performing custodial work involving specialized sanitation and cleaning requirements in a large commercial setting. Experience serving in a lead or supervisory capacity is preferred.

Any other combination of training and experience that could likely provide the desired skills, knowledge or abilities may be considered.

**SPECIAL REQUIREMENTS**

Valid California Class C driver's license.

Applicants for this classification will be required to obtain and submit, at his/her own expense, his/her current motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving standard. Failure to meet this requirement will result in the disqualification and/or rejection of the applicant regardless of any other standing.

**WORKING ENVIRONMENT**

Indoor and outdoor work environment.  
Regular exposure to noise, fumes, dust and odors.  
Exposure to cleaning agents and chemicals.  
Working at heights.  
Working around and with machinery having moving parts.  
Heat from ovens and cold from refrigerators or freezers.

Working with slicers or other sharp objects.  
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS**

Standing and walking for extended periods of time.  
Hearing and speaking to exchange information.  
Dexterity of hands and fingers to operate custodial and specialized kitchen equipment.  
Lifting, carrying, pushing and pulling heavy objects weighing approximately 50 pounds and with assistance up to 100 pounds.  
Climbing ladders and stairs.  
Reaching overhead, above the shoulders and horizontally.  
Bending at the waist, kneeling, crouching and crawling.  
Heavy physical labor.  
Seeing to read a variety of materials, perform assigned duties and observe health and safety hazards.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six (6) months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

Revised: 7/1/2004