



Position: Housekeeping and Food Service Worker

Department: Education

Reports To: Site Director at assigned location

Salary: Competitive Full-Time Salary w/ Comprehensive Benefits

The UVSO Housekeeping/Food Service Workers performs a variety of routine manual tasks requiring light, medium, and heavy physical effort in cleaning and upkeep of assigned building(s). Workers are responsible for the maintenance of a clean, attractive and sanitary environment in the assigned facility.

Housekeeping/Food Service Workers also perform activities in food preparation, portioning and serving breakfast, lunch, and snack to all students in the assigned facilities. Additionally, this position is responsible for the upkeep of classrooms, office equipment and assets in order to sustain clean, orderly, and functional conditions across the UVSO Service Campus. Provides support and assistance to building and grounds department, administration, visitors, and staff as necessary.

To perform this job successfully, an individual must be able to perform each essential function listed satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions unless this causes undue hardship to the agency.

Essential Housekeeping Functions

Cleans classrooms, hallways, restrooms, offices, stairways, and windows including but not limited to the following:

- Picks up and removes hazardous articles which may be on floors, furniture, and equipment and places them in designated receptacles or in appropriate places.
- Moves furniture and equipment in connection with cleaning and care functions.
- Using mops, brushes, detergents, buffers, floor scrubbers, and other cleaning equipment cleans and disinfects floors, corridors, stairs and stairwells, walls, partitions, windows from the inside of buildings, etc.
- Using manual and/or mechanical equipment, strips and vacuums and waxes floors as needed
- Using hand-operated equipment, cleaners, and disinfectants; scrubs and cleans all areas of lavatories, such as sinks, urinals, toilets, etc and replenishes paper goods
- Using hand-operated equipment, cleaners, and disinfectants; clean and disinfect offices and classrooms
- Using designated equipment, polishes wood and metal fixtures and equipment
- Empties waste baskets in offices and classrooms
- Performs work according to standard procedure and by building's operational schedule.
- Follows all applicable safety rules and procedures.
- Opens and/or closes UVSO buildings according to security procedures and schedules.
- Complete daily written reports based on building checks and work accomplished during shift.
- Reports items in need of repair or additional maintenance to buildings and grounds.

Essential Food Service Functions

- Washes refrigerators and other equipment by hand or with pressure cleaning equipment using a variety of cleaning substances.
- Cleans and disinfects garbage cans, storage areas, food preparation areas and general kitchen area including floors, ceilings and walls using mops, scrub brushes and other equipment as necessary
- Washes pots, pans and other utensils by hand and/or machine as needed
- Receives and stores deliveries in appropriate storage areas
- Brings food and other supplies to preparation and serving areas as directed.

- Assist in distribution of donated or excess fruits, vegetables and other food items
- Cooks grill-type foods such as hamburgers, hotdogs, etc. for program events
- Ensures accurate and on time service of breakfast, lunch and snack to classrooms
- Insures students on special diets receive proper food
- Records number of meals served

Additional Duties

- Assists in receiving and storing of UVSO supplies and materials.
- Aids officials, staff, visitors, and other employees as necessary.
- Participates in building coverage by working evenings and Saturday rotation as needed.
- Receives general supervision Site Director and directives regarding special projects from the Buildings and Grounds Foreman as needed.

Minimum Qualifications and Essential Skills

- Mechanical aptitude
- Working knowledge of the properties of various cleaning substances.
- Ability to understand and follow verbal and simple written instructions in English.
- Ability to stand, stoop, bend and stretch for long periods of time.
- Ability to perform medium to heavy manual labor.
- Ability to use various cleaning equipment and products.
- Ability to relate to officials, staff and public in a courteous manner.
- Ability to lift and carry objects weighing from 15 to 50 pounds.
- High School diploma or GED

NOTE:

Job description information reflects proposed or incumbent job responsibilities. The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job; as such they are subject to change. Unified Vailsburg Services Organization is an equal opportunity employer and values diversity. All employment is decided on the basis of qualifications, merit and business need.

COVID-19 Immunization Requirement requires all new employees to provide proof they are fully vaccinated against COVID-19 prior to commencement of employment, unless they have submitted a request for and have been granted by UVSO a medical or religious exemption. Based on current guidance, individuals are considered fully vaccinated against COVID-19 two weeks after receiving the final dose of a vaccine approved or authorized for emergency use in the United States. Failure to provide proof of vaccination will result in rescission of a candidate's offer of employment or disciplinary action up to and including termination