



MEMORANDUM

DATE: January 27, 2020

FROM: Kevin Thornton, Director Food and Nutrition Services
Pete Tridnivka, Supervisor Custodial Services

SUBJECT: Custodial/Cafeteria Staff Duties

The district-wide standardized custodial/cafeteria duties have been updated for your review. As a reminder, we are sending you the following information outlining the services which will be provided by custodial and cafeteria staff as it affects the dining, kitchen and culinary areas:

Custodial Staff Duties

Wipe tables in the cafeteria during and immediately after all meal service.

Empty garbage in the cafeteria dining area when full and immediately after all meal service.

Schools with inside trash compactors:

Operate trash compactor per district training and clean daily with germicidal cleaner.

Replace light bulbs throughout kitchen and cafeteria as needed.

Remove filters from ventilation hoods and give to kitchen staff for cleaning. Place filters back into the ventilation hood after cleaning on a monthly basis. The same guideline applies to the Culinary Arts programs.

Canopies at High schools cleaned semi-annually.

Deep clean kitchen floors semi-annually.
(Shall include ESF Kitchen).

HVAC filters and vents will be maintained per the custodial standards.

Menu boards are cleaned with mild general cleaner twice a year: once during the summer and once during winter break.

Address any sickness or biohazard issues in the serving line and dining areas as needed.

Cafeteria Staff Duties

Clean all kitchen equipment and counter-top surfaces daily.

Empty all garbage accumulated in the kitchen at the end of each day.

Kitchens with available inside compactors:

Purchase trash bags for compactor and cafeteria related trash receptacles only. Remove all refuse accumulated and take to a designated location for disposal.

Purchase menu board light bulbs or special bulbs needed throughout the kitchen.

Clean and return filters to the custodial staff for replacement into the ventilation hood.

Canopies at Elementary and Middle schools cleaned semi-annually.

Before and after deep cleaning of floor, remove and return carts, bins, milk boxes, Pepsi, ice cream, and anything else sitting on the floors.

Handle all deliveries and place into the appropriate storage areas, whether on stockroom shelves or in refrigeration units. Remove contents from cardboard boxes as soon as feasible.

Sweep and mop floors in the kitchen daily.