

Central Kitchen Steward

Position Details

Class Code: 8039

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 43 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direct supervision, supplies food to the Central Kitchen food packing line.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Retrieves and supplies food to packing areas.
2. Places packaged food in coolers/freezers for storage; transfers food and kitchen supplies, as directed.
3. Assists kitchen personnel in handling, moving, and stacking heavy crates or boxes; moves/adjusts tables, food racks, dollies, and support equipment; operates a pallet truck to transfer food/supplies.
4. Cleans, disinfects, and provides for the general upkeep of kitchen facilities (food preparation surfaces, utensils, work areas, etc.), equipment, machinery, dishes/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/walls (sweeps, mops, washes, scrubs, etc.).
8. Sanitizes and maintains lavatories (cleans toilets, sinks, and fixtures, washes/scrubs walls, etc.).

9. Mixes cleaning agents according to label instructions and uses according to prescribed safety precautions/directions.
 10. Utilizes custodial and maintenance equipment (mops, brooms, buffers, power sweepers, pressure washer, dishwashing machine, etc.).
 11. Adheres to all applicable federal laws, Clark County School District (CCSD) policies/procedures, and Food Service safety directives.
 12. Conforms to safety standards, as prescribed.
 13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves position being assigned to generalized kitchen support functions, including custodial tasks of designated areas and equipment.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of basic food provision and storage procedures.
 2. Knowledge and ability to use custodial materials, methods, and equipment.
 3. Knowledge of CCSD/department policies, practices, and procedures.
 4. Ability to understand and follow written/verbal instructions.
 5. Ability to read, write, and perform basic math.
 6. Ability to safely operate all food service kitchen equipment.
 7. Ability to mix cleaning agents according to label instructions, and use according to prescribed safety precautions/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 walk, climb, reach, bend, stoop, kneel, sit, and stand for long periods of time, and 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/shifts.
 15. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (General Education 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 Certifications

1. A valid driver's license or state-issued identification card.
2. 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 duration of assignment.
3. CCSD-issued forklift certification. 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 duration of assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license or state-issued identification card.
 3. Current Southern Nevada Food Handler Safety Training Card, if applicable.
 4. CCSD-issued forklift certification, if applicable.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD facilities (Central Kitchen, school kitchens, food service cooking, and packaging production areas, restrooms, locker rooms, corridors, cafeterias, offices, building perimeter).

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 lbs., constantly.

Physical Demand

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/far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal (VDT) screens, or other monitoring devices.

Environmental Conditions

Climate-controlled kitchen setting with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, 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

Computers and software applications, telephones, fax machines, copiers, two-way radios, hydraulic lift-gates, refrigerated trailers, forklifts, pallet jacks (electric), ladders, hand trucks, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military

status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 01/04/24
- Created: 07/01/05