



JOB POSTING

POSITION TITLE: Custodian
LOCATION: Parkview Health Center – Food and Nutrition Services
HIRING RANGE: \$17.29 – \$19.21/Hr.
STATUS: Full Time
HOURS PER WEEK: 40
WORK HOURS: 6:30 am – 2:30 pm

APPLICATION DEADLINE: Ongoing

Current Winnebago County employees interested in applying for this position will need to complete the Winnebago County Application for [Departmental Transfer/Position Change](#) form. Other parties interested in applying for this position will need to complete the [Winnebago County Application for Employment](#).

**WINNEBAGO COUNTY
POSITION DESCRIPTION
October 2024**

POSITION TITLE: Custodian – Food Service
DEPARTMENT: Park View Health Center – Food and Nutrition Services
PAY BASIS: Hourly

PURPOSE AND SUMMARY:

Responsible for a variety of kitchen duties including accurately including cleaning and care of food service equipment and work areas and following hand hygiene and safe food handling procedures.

ESSENTIAL FUNCTIONS:

1. Follows proper sanitation and infection control procedures; uses appropriate and timely hand washing techniques. Cleans and sanitizes food preparation areas, equipment, and dishes according to procedure. Including delimiting the dishwasher and recalibrate all thermometers.

2. Receives groceries and milk and bread delivery and process fresh fruit/produce including stocking using the FIFO method.
3. Completes disposal in proper receptacles for garbage, recycling, and refills handwashing sinks with proper items.

ADDITIONAL ESSENTIAL DUTIES:

1. Reports repairs and maintenance needs to supervisor.
2. Dresses in accordance with established uniform policy; learns and follows Park View policies and procedures.
3. Exercises good judgment and initiative when completing assignments.
4. Follows the procedures and instructions contained in each individual job assignment.
5. Works in a cooperative, harmonious manner with other staff, offering assistance when needed.
6. Observes all established safety procedures; takes note of potential hazardous situations, such as slippery floors, hot surfaces, or sharp knives in dishwasher and takes preventive action.
7. Performs cleaning duties as assigned.
8. Performs other related duties as may be assigned.

WORK RELATIONSHIPS:

1. Reports to Food and Nutrition Services Manager.
2. Works with Food Service Assistants, Cooks, Clinical Dietitian, Park View staff and residents.

REQUIRED EDUCATION, EXPERIENCE, TRAINING, AND CERTIFICATION:

1. High School diploma or equivalent.
2. A minimum of two years' work experience performing custodial duties, preferably in a health care facility, preferred.
3. Previous food service or kitchen experience preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of how to use a variety of custodial equipment.
2. Knowledge of the proper use of cleaning, sanitizing and disinfecting chemicals.
3. Ability to read, write, make calculations, and accurately follow written and oral directions.
4. Ability to hold all patient, facility, and department information in confidence.
5. Ability and willingness to accept the responsibility to immediately report any observation or knowledge of alleged mistreatment, abuse or neglect of a resident and/or misappropriation of resident's property.
6. Computer skills including familiarity with Microsoft Office applications and ability to learn and use facility specific diet and temperature monitoring software.
7. Ability to work varied work schedules and weekends.

PHYSICAL REQUIREMENTS:

1. Ability to stand and/or move for most of scheduled shift; ability to stoop, reach, climb, bend and lift up to 50 pounds; knowledge of proper body mechanics and correct lifting techniques.
2. Ability to tolerate temperature changes, including working in areas with operating ovens and stoves, and going in and out of refrigerators and freezers.
3. Ability to operate dish machine, pulper and pressure washer.