

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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|--------------------|-----------------------------|------------------------|---------------------|
| TITLE: | Children's Center Attendant | REPORTS TO: | Assigned Supervisor |
| DEPARTMENT: | Child Development | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 020 OSS |
| REVISED: | May 31, 2002 | | |

BASIC FUNCTION:

Maintain buildings and facilities of a Children's Center in a clean, sanitary and safe condition.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Sweep, scrub, dust, vacuum, and mop floors, steps, ramps, blacktop and walkways. **E**

Clean and unstop sinks, toilets, drains and other sanitary facilities. **E**

Perform emergency cleaning when necessary. **E**

Periodically cleans refrigerator and furniture; wax floors and washes woodwork, tables, windows, mirrors, ledges, electric light fixtures, venetian blinds and other center equipment. **E**

Replace light bulbs and makes other minor building and equipment repairs as needed. **E**

Transport food from cafeteria to designated eating areas; keeps food hot or cold as required. **E**

Prepare tables and apportion food for lunch and snacks; rinses and returns dishes and food containers to cafeteria. **E**

Prepare laundry for pickup; collects, transports and disposes of trash and garbage and cleans containers. **E**

Maintain the center's custodial and equipment storage areas including maintaining an appropriate inventory and recommending the placing of orders when needed. **E**

Ensure that soaps and other cleaning materials are inaccessible to children; cooperate with district staff in maintaining satisfactory appearance of school property. **E**

May assist children in bathrooming and nap routines.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to a high school diploma.

LICENSES AND OTHER REQUIREMENTS:

Must be able to qualify for a food handler training certificate/card or a food service manager training certificate, as appropriate for the job class by successfully completing the specified food service sanitation training course.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Reading and writing English communication skills.

Cleaning materials, methods and principles of sanitation.

ABILITY TO:

Communicate effectively and maintain cooperative relationships.

Establish and maintain effective working relationships with others.

Plan and organize work and efficiently carryout details of work schedule.

Meet schedules and time lines.

WORKING CONDITIONS:

ENVIRONMENT:

Children's center facilities, indoors and outdoors.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information; seeing to perform assigned duties; standing for extended periods of time; dexterity of hands and fingers to operate necessary equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies and use cleaning materials; lifting light to medium weight objects.

Revised 3.23.04—PeopleSoft

Job Code 7550

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