



ADMINISTRATIVE PROCEDURE
SAN DIEGO UNIFIED SCHOOL DISTRICT

NO: 5260

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CATEGORY: **Support Services, Custodial Services**

EFFECTIVE: **7-01-62**

SUBJECT: **Custodial Services For Cafeterias**

REVISED: **4-29-99**

A. PURPOSE AND SCOPE

1. To outline responsibilities and procedures for custodial services provided for cafeteria kitchens.

B. LEGAL AND POLICY BASIS

1. **Reference:** Board policy: G-3000, G-6000, I-1350.

C. GENERAL

1. **Originating Office.** Suggestions or questions concerning this procedure should be directed to the Maintenance, Operations, Warehousing and Distribution Department, Business Services Division, Administrative/Operational Support.
2. **Responsibilities.** The principal, the site building services supervisor, and the cafeteria manager are responsible for planning and implementing proper cleaning of cafeteria kitchen facilities. Additional assistance may be given if required as a result of sanitation surveys by the San Diego County Department of Health Services.
3. **Duties and Schedules.** The school custodian assigned to the cafeteria area performs the duties listed below, except where otherwise indicated.
 - a. **Hoods and vents over ranges and dishwashers.** Outside is cleaned once each month; inside is cleaned during summer, winter, and spring vacations.
 - b. **Windows.** Inside and outside of windows are washed during summer, winter, and spring vacations.
 - c. **Kitchen and dishwashing area/room floors.** Kitchen floors, including dishwashing areas/rooms, are mopped daily; special consideration is required for floor areas with difficult accessibility. Sweeping or cleaning of floors in other areas is done by cafeteria workers.
 - d. **Kitchen walls.** Walls above the area that cafeteria employees can reach while standing on the floor are washed once a year, including wall mounted fans, skylights, louvers, and ceilings; special consideration is required for wall areas with difficult accessibility.
 - e. **Garbage/trash cans.** Cans used in kitchen areas must have lids; cans are emptied daily and washed as needed.
 - f. **Light bulbs.** All light bulbs are replaced as needed.

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g. **Boxes.** Cardboard boxes are broken down by cafeteria and custodial personnel and disposed of by custodial personnel.

h. **Supplies.** Paper towels and toilet paper are furnished by the custodian.

D. IMPLEMENTATION (See C.)

E. FORMS AND AUXILIARY REFERENCES

F. REPORTS AND RECORDS

G. APPROVED BY



Chief of Staff, Terrance L. Smith
For the Superintendent of Public Education