



Custodial and Cafeteria Responsibilities (CHN-W008)

Clarksville-Montgomery County School System

DESCRIPTION: This work instruction is to provide guidance for Cafeteria Managers in working with the custodial staff. These instructions apply to all cafeterias.

The online version of this work instruction is official. Therefore, all printed versions of this document are unofficial copies.

SPECIFIC INSTRUCTIONS:

CUSTODIAL RESPONSIBILITIES IN THE CAFETERIAS:

- Custodians are to wipe and clean tables in the dining area and provide cleaner for this task. (Cafeteria to provide the cloth cleaning towels.)
- Custodians are to remove all trash in the dining area. (Cafeteria to provide trash bags.)
- Custodians are to remove all trash throughout the school building related to Breakfast in the Classroom. (Cafeteria to provide trash bags.)
- Custodians are to clean-up all spills in the dining area, all spills in the serving area during meal times, and all biological/hazardous waste in the dining area, serving area, and kitchen area at all times.
- Custodians are to remove trash from the kitchen area once, just prior to meal service, and once at the end of the cafeteria day. (Cafeteria to provide trash bags.)
- Custodians are to remove boxes once, at the end of the cafeteria day. (Boxes are to be broken down by the cafeteria staff.)
- Custodians are to provide soap, paper towels, and bathroom tissue paper.
- Custodians are to monitor and document, on the appropriate temperature logs, the cooler and freezer temperatures over breaks, inclement weather days, (when they are scheduled to be on-site) and during the summer. Custodians are to alert the Building Maintenance Manager if any cooler or freezer is out of temp, so proper steps can be taken for resolution and/or repair.
- Custodians are to provide entry to the cafeteria and custodians are to provide assistance for cafeteria deliveries over breaks, inclement weather days, and during the summer, if custodians are on-site, and cafeteria managers are not on-site.
- Cafeteria will provide one custodian one free lunch per day. This will apply only to the custodian responsible for removing the trash and boxes in the kitchen area. It can be a different custodian each day, depending on who is assigned this task.
- Custodians are to provide both the light bulbs needing to be replaced, as well as the service of replacing them, within the kitchen and the serving area.
- Custodians will provide all trash cans (with lids) and trash can dollies required throughout the cafeteria, to include the kitchen. (Cafeteria to provide trash bags and cloth cleaning towels.)
- Custodians must obtain the needed supplies (i.e. trash bags and cloth cleaning towels) for the above noted responsibilities through the kitchen manager for inventory tracking purposes.



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MONITORING:

Cafeteria Managers and Central Office Field Staff will monitor the work instructions, as noted above.

CORRECTIVE ACTION:

Cafeteria Manager is to inform the Field Manager when documented work instructions or practices are not being followed. Field Managers will work with school principals to ensure the above procedures are followed.

***** End of Instruction *****