

Santa Clarita Valley Food Service Agency

Position Description

Position: Utility Worker	Position Number: 1.75
Department/Site: Central Kitchen	FLSA: Non-exempt
Reports to: Director, Finance & Administration or his/her designee	Salary Grade: 113

Summary

Performs a variety of work in connection with the custodial, light maintenance, and material distribution support of the central kitchen, warehouse, school sites and office facilities.

Distinguishing Career Features

The Utility Worker can be considered as the second and senior level in a two-tiered Custodial series. It can also be considered as the first level in a skilled maintenance career path. The Utility Worker must demonstrate the ability to perform routine maintenance work such as servicing of processing machinery and repair of fixtures, and heavy cleaning.

Essential Duties and Responsibilities

- Cleans and disinfects food storage, production, and preparation surfaces to acceptable standards for food and environmental quality.
- Cleans public and staff use areas such as offices, restrooms, public entry and use areas such as hallways, stairways, and meeting rooms.
- Empties and cleans trash receptacles.
- Ensures that towel, soap, cleanser, and other dispensers are adequately stocked.
- On a regular schedule, cleans, washes, and disinfects counters, furniture and fixtures, inside walls and related surfaces.
- Disinfects, scrubs, wet vacuums, and polishes hard floors. Steam/dry cleans and shampoos carpets and fabric furniture. Cleans tiled areas.
- Performs servicing, repairs, and light maintenance to fixtures and food production, processing, and handling equipment.
- Assists with installation, adjustment, repair, or replacement of electric lights, motors, heaters, generators, and other electrical apparatus.
- Assists with monitoring, inspection, service and repair of heating, air conditioning, refrigeration, water treatment, co-generation, energy reclamation, ventilation, air compressor, and similar equipment.
- Assists with testing, adjustment, and calibration of mechanical, electrical, and pneumatic controls and instruments.
- Makes plumbing adjustments such as unclogging sinks, drains, and filters.

- Performs spot repairs of walls, doors, and other surfaces. Prepares and finishes surfaces by scraping, filling cracks and holes. Applies paint, varnish, and other finishes to comply with specifications.
- Participates in assembly and adjustment of machines, apparatus, fixtures, and furniture.
- Moves furniture for special events and activities.
- Secures internal and external entry and exit doors, ensuring that windows and lights are locked and off.
- Maintains a safe working environment in the assigned area(s), notifying the appropriate resources of safety hazards observed and/or takes action to mitigate or eliminate potential hazardous conditions.
- Ensures that secondary containers for cleaning and other products are properly labeled. Ensures that Safety Data Sheets (SDS) for assigned area(s) are up to date.
- Maintains current knowledge of proper safety precautions and proper use of cleaning materials and chemicals. Checks and records emergency eye wash and shower stations, fire extinguishers, first aid kits, emergency telephones for proper functioning or stock.
- Inspects equipment for function and required servicing. Makes minor repairs and arranges for complex repairs.
- Follows up on requests for custodial and light maintenance services, as necessary. Completes departmental forms for internal use.
- Documents work activities, inspections, unanticipated occurrences, and MSD sheets.
- May wash pots, utensils, and equipment components.
- Performs warehouse and delivery duties as needed.
- Performs other duties as assigned that support the objectives of the position

Qualifications

- **Knowledge and Skills**

The position requires a working knowledge of the practices, methods, techniques, materials, tools, equipment, and set-ups used in building maintenance. Requires working knowledge of the methods, materials, tools and equipment used in custodial care, including the sanitary requirements for food preparation and service surfaces. Requires knowledge of safe work practices, including lifting procedures. Requires basic knowledge of proper safety precautions for use of cleaning chemicals. Requires sufficient reading and writing ability to read work instructions and document work activity onto standardized forms. Requires sufficient human relations skill to exercise courtesy and work cooperatively with others. Requires basic knowledge of warehouse and delivery procedures.

- **Abilities**

Requires the ability to perform all essential duties of the position with limited supervision. Requires the ability to observe all safety precautions and procedures. Requires the ability to operate and maintain tools and equipment in a working condition. Requires the ability to learn forklift operations over a reasonable period of time. Requires the ability to perform routine maintenance and equipment servicing tasks and to be able to determine when to refer more complex maintenance requirements to a specialist. Must be able to follow oral and written directions. Requires the ability to drive the delivery truck on assigned routes.

- **Physical Abilities**

Incumbent must be able to function effectively indoors engaged in work of primarily an active nature involving strenuous physical labor. Requires visual acuity to write, to read directions and product labels, and to observe work setting conditions. Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly. Requires manual and finger dexterity to write and to clean and make minor repairs. Requires the ability to lift (from overhead, waist and floor levels, max. 50 lbs.), carry, push, pull, bend, squat, reach (from low level - max. 75 lbs.), and twist and turn head and trunk to clean and to remove trash, move furniture, and equipment. Requires the ability to stand and walk for extended periods of time.

- **Education and Experience**

The position typically requires a High School diploma or GED, and two years of prior custodial, maintenance, or construction experience.

- **Licenses and Certificates**

Valid California Class C or higher driver's license. Current forklift certificate (provided as part of the Agency training).

- **Working Conditions**

Work is performed indoors where significant safety considerations exist from full-body physical labor, handling of medium-to-heavy weight materials.