FOOD SERVICE MAINTENANCE

Purpose Statement
The job of Food Service Maintenance was established for the purpose/s of providing Nutritional Services maintenance with specific responsibility for maintaining facilities in safe operating condition; addressing immediate operational and/or safety concerns; and monitoring and maintaining refrigeration units and kitchen equipment at all school sites.

This job reports to Food Services Field Manager

Essential Functions

• Coordinates with Supervisor and Nutritional staff for the purpose of resolving equipment problems.

• Installs system component parts (e.g. refrigeration systems, plumbing, electrical and gas kitchen equipment, kitchen appliances, etc.) for the purpose of providing a safe and workable environment.

• Maintains vehicle, tools and equipment for the purpose of ensuring availability in safe operating condition.

• Monitors kitchen equipment and refrigeration units for all school sites (e.g. observes and listens to equipment, etc.) for the purpose of ensuring that items are operating in a safe and efficient manner.

• Performs a variety of preventive maintenance activities (e.g. filters, belts, thermostats, etc.) for the purpose of maintaining items in an operative and safe condition.

• Prepares written materials (e.g. repair status, activity logs, open/punch list, etc.) for the purpose of documenting activities and/or conveying information.

• Prioritizes work orders (e.g. importance, location, etc.) for the purpose of ensuring equipment is repaired in an efficient and effective manner.

• Repairs a variety of commercial kitchen system components for the purpose of ensuring items are in a safe working condition.

• Requests equipment, parts and supplies for the purpose of maintaining inventory and ensuring availability of items required to complete the necessary installation and/or repair.

• Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

• Transfers government commodities as needed for the purpose of ensuring the availability of items at school sites.

• Transports a variety of tools, equipment and supplies for the purpose of ensuring the availability of materials required at job site.

Other Functions

• Participates in meetings, workshops, trainings, and seminars for the purpose of conveying and/or gathering information required to perform functions.

• Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating equipment used in skilled trades, power and hand tools, etc.; adhering to safety practices; handling hazardous materials; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: standard methods, materials and tools used in assigned trade; and safety practices and procedures.

ABILITY is required to schedule activities; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; developing effective working relationships; displaying mechanical aptitude; and working under time constraints.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization’s services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 25% sitting, 40% walking, and 35% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience

Job related experience within specialized field is required.

Education

High School diploma or equivalent.

Equivalency

None Specified

Required Testing

None Specified

Certificates & Licenses

Valid Driver’s License & Evidence of Insurability
Refrigeration License

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 12