

Child Nutrition - Maintenance

Purpose Statement

The job of Child Nutrition - Maintenance is done for the purpose/s of maintaining food services equipment; identifying repair and/or replacement needs; providing necessary information on the proper uses of the equipment; and communicating with the food service department concerning maintenance needs in district kitchens.

This job is distinguished from similar jobs by the following characteristics: .

This job reports to the Child Nutrition Coordinator

Essential Functions

- Coordinates with food services supervisor and kitchen managers for the purpose of completing projects/work orders efficiently.
- Diagnoses problems and/or failures in electrical / refrigeration systems and food service equipment for the purpose of identifying equipment and/or systems repair and replacement needs.
- Estimates materials and/or equipment needed to compete work projects for the purpose of ensuring timely completion of projects and/or preparing bid specifications.
- Informs supervisors and managers regarding procedures and/or status of work orders for the purpose of providing information for making decisions, taking appropriate action and/or complying with health and safety regulations.
- Inspects food services equipment, systems and their components for the purpose of ensuring safety and identifying necessary repairs and providing an ongoing program of preventative maintenance.
- Maintains job related, tools and equipment for the purpose of ensuring the availability of items in safe, operating condition for work assignments.
- Participates in meetings, workshops, training and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Performs routine and preventive maintenance for the purpose of ensuring the ongoing functioning of food services equipment.
- Prepares documentation for the purpose of providing written support in compliance with regulations and/or conveying information.
- Prioritizes ,organizes work and completes maintenance requests for the purpose of ensuring that food service equipment, materials and parts are on site when needed and work is completed in a timely manner.
- Procures equipment and supplies under \$1000 for the purpose of maintaining inventory and ensuring availability of required items.
- Responds to emergency situations during or after hours for the purpose of resolving immediate maintenance and safety concerns.
- Trains food services personnel for the purpose of developing skills for the proper maintenance of kitchen equipment and adhering to safety procedures.
- Transports a variety of items (e.g. tools, equipment, supplies, etc.) for the purpose of ensuring the availability of materials required at each kitchen.

Other 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 multiple, technical tasks with a need to periodically 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 food services industry; handling hazardous materials; planning and managing projects; preparing and maintaining accurate records; using pertinent software applications; and operates light equipment not requiring a drivers licenses to perform job functions.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: maintenance of all kitchen equipment including electrical, refrigeration and gas equipment.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using 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 a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing supervision and guidance while communicating with diverse groups; displaying mechanical aptitude; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; and working with frequent interruptions. Have the Ability for regular and reliable attendance.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact 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, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience Job related experience within a specialized field is required.

Education Community college and/or vocational school degree with study in job-related area.

Equivalency .

Required Testing

Certificates

Evidence of Insurability

Valid Driver's License

Continuing Educ./Training

Clearances

Criminal Justice Fingerprint/Background
Clearance

FLSA Status

Approval Date

Salary Range

Non Exempt