

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

**JOB TITLE: FOOD SERVICE FOREMAN
MAINTENANCE DIVISION
AUXILIARY SERVICES DEPARTMENT**

GENERAL STATEMENT OF JOB

Under occasional supervision, performs skilled and supervisory work to ensure the safety, effectiveness and efficiency of the Food Service Shop and the school district's food service facilities. Work involves maintaining and repairing all types of food service equipment and facilities by performing work or by overseeing the work of skilled and semi-skilled technicians and vendors. Work also involves ensuring that the school district adheres to all related food service facility codes and regulations. Work includes serving as the liaison between School Nutrition Services, Maintenance Services and vendors. Work may also include the movement of food, equipment and supplies. Employee must exercise independent judgment and initiative in performing assigned duties. Employee must also exercise tact and courtesy in contacts with school district personnel, regulatory agencies and vendors. Reports to the Program Administrator II-General Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Reviews work requests and assigns work, exercises considerable judgment in determining if work should be assigned to self or subordinates, other Maintenance Services shops or commercial repair companies.

Oversees the repair and maintenance of food service equipment such as ovens, braising pans, refrigerators, freezers, slicers, steamers, fryers, etc. and systems; performs skilled work in addition to assigning, scheduling, directing, supervising, training, and inspecting the work of both skilled and semi-skilled workers.

Assembles, installs, maintains and repairs food service equipment or components of food service equipment; follows schematic diagrams and written instructions and uses specialized equipment and other associated equipment as needed.

Identifies scope of work for the installation and removal of food service equipment or the renovation of food service facilities, determines project specifications and assists in the development of bid or project documents.

Contacts or meets with contractors and obtains price quotations when appropriate; oversees scheduling and quality control of contracted food service work.

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Coordinates and schedules work related to the removal and installation of food service equipment or the renovation or repair of school nutrition services facilities.

Provides assistance to Maintenance, School Nutrition and Facility departments in the design and implementation of food service construction and renovation projects.

Ensures that the school district adheres to all related food service facility codes and regulations; consults appropriate agencies and conducts research to identify most appropriate means to meet School Nutrition Services' needs; submits plans to appropriate regulatory agency or supervisor for review; obtains necessary inspections and approvals.

Requisitions and maintains appropriate inventory of materials, tools, repair parts and equipment needed by Food Service Shop; maintains responsibility for all materials, tools, repair parts and equipment used by the Food Service Shop.

Assesses school food service facility needs and causes of equipment or facility problems; identifies and schedules appropriate preventative maintenance and repairs.

Examines the school district's food service facilities on a regular basis to determine the safety, effectiveness and efficiency of the facility and equipment; informs appropriate persons of the need for corrective actions and ensures that corrections are made.

Requisitions supplies, materials and equipment needed by the Food Service Shop; approves Food Service Shop invoices for payment; completes, maintains and submits accurate purchasing receipts, cost reports, inventories and other records as required.

Schedules work for each day and for the week; reports daily accomplished results.

Serves as a liaison with the School Nutrition Services Business Manager.

Conduct periodic inventory of all tools and equipment assigned personnel of the trade; maintain a computerized listing of such inventory; ensure each technician conduct a quarterly inventory of tools and equipment assigned and submit the required report to the director within two weeks of completing such inventory.

Have considerable knowledge of the operational capabilities of the District's computerized work order system and is able to provide assistance as needed to subordinates working in the trade.

Considerable knowledge of all department operating procedures to include but not limited to the work order procedures, credit card procedures, International Standard Organization (ISO) procedures, and other departmental procedures developed and implemented.

Responsible for the ensuring all trade personnel are trained in the proper use of all materiel handling and heavy operating equipment assigned to the section.

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Responsible for the ensuring all automotive equipment assigned the section is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

Will possess and maintain a pager and Nextel for 24-hour on call service support. Every eight weeks, takes an emergency pager for on call service for one week for additional trades.

Lifts, carries and moves food service equipment, food and supplies as needed.

Performs other related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school supplemented by vocational training in food service equipment maintenance and repair, electrical, refrigeration or related field and 3 to 5 years of experience in related field; or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

SPECIAL REQUIREMENTS

Possession of a valid related contractor's license issued by the state of North Carolina preferred. Possession of a valid driver's license issued by the State of North Carolina. An employee assigned to this position is designated as Category "A." Category "A" employees are governed by Guilford County Schools Policy GA and Administrative Procedure GA-P, "drug and Alcohol Free Workplace," which spells out specific drug testing requirements, procedures and consequences of positive alcohol or drug tests or drug tests or arrest for alleged violation of any alcohol or drug-related offense.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of mechanical or electronic equipment and tools including diagnostic and testing equipment, hand tools and power tools, etc. Must be able to exert up to 150 pounds of force occasionally, and up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Requires the ability to climb and maneuver on ladders, lifts, scaffolding, and or in tight places. Physical demand requirements are for heavy work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or composite characteristics (whether similar or

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divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving instructions, assignments or directions to assistants or subordinates.

Language Ability: Requires the ability to read work orders, purchase orders, logs, diagrams, blueprints, schematics, technical manuals, trade journals, etc. Requires the ability to prepare activity logs, department inventory, performance appraisals, reports, forms, system documentation, etc. according to prescribed formats and conforming to all rules of punctuation, grammar, diction and style. Requires the ability to speak to people with poise, voice control and confidence.

Intelligence: Requires the ability to apply principles of rational systems to define problems, collect data, establish facts, and draw valid conclusions to solve practical problems and to deal with a variety of concrete variables in situations where only limited standardization exists. Requires the ability to interpret an extensive variety of technical instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English, and electrical, refrigeration, plumbing and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools and electronic testing and mechanical equipment.

Manual Dexterity: Requires the ability to handle a variety of items such as mechanical equipment and hand tools. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Requires the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear.) Must be able to communicate via telephone, pager and two-way radio.

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KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the methods, practices, code requirements and safety standards related to maintaining and repairing school food service facilities.

Considerable knowledge of the tools and equipment, methods, practices, electrical and code requirements and safety standards used in the installation, repair and removal of food service equipment, refrigeration systems and fixtures.

Considerable knowledge of the occupational hazards and safety precautions of electrical, natural gas, refrigeration and other food service facility work.

Considerable knowledge of the principles of supervision, organization and administration.

Skill in the use and care of hand and power tools, diagnostic tools and equipment necessary to perform food service related installation and repair tasks.

Ability to systematically determine the source of electrical, refrigeration, natural gas or other food service problems and to take appropriate action.

Ability to schedule and prioritize work of the Food Service Shop.

Ability to install, maintain, repair or oversee the repair of all food service equipment and systems.

Ability to estimate manpower, material requirements and costs for individual projects.

Ability to maintain complete and accurate records.

Ability to communicate effectively both orally and in writing.

Ability to read and interpret blueprints, schematic drawings and maintenance documentation.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

Employee must have high service orientation with good follow-through and personal time management

Employee shall be on call outside normal work hours if an emergency requires site reviews, the repair of equipment or facilities, the transfer or the disposal of food or supplies or other tasks.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.