

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: FOOD SERVICE TECHNICIAN MAINTENANCE DEPARTMENT AUXILIARY SERVICE DIVISION

GENERAL STATEMENT OF WORK

Under occasional supervision, performs maintenance tasks in school food service facilities. Work involves performing preventative maintenance functions, doing equipment and facility repairs and installations, assembling devices and installing food service equipment components. Work requires lifting and moving equipment, food and supplies where needed. Work involves purchasing supplies, maintaining inventories and completing assigned paperwork and reports. Employee may perform in designated maintenance repair area or independently at various school food service sites. Employee reports to the Food Service Foreman.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Performs kitchen maintenance such as cleaning or changing filters or light bulbs, sharpening knives, lubricating parts, repairing can openers, replacing wheels and gaskets, hanging racks or bulletin boards, caulking, doing touch-up paint or painting equipment; performs other School Nutrition Services facility tasks as needed.

Reviews repair requests, exercises considerable judgment in determining materials and corrective action needed and plans work schedule to complete tasks; forwards repair requests that require additional expertise or manpower to supervisor.

Assembles, installs, maintains, and repairs food service equipment such as ovens, braising pans, refrigerators, freezers, slicers, steamers, fryers, etc. or components of food service equipment; follows schematic diagrams and written instructions and uses specialized devices and other associated equipment as needed.

Assists Food Service Shop Foreman in assessing school food service facility needs and causes of equipment or facility problems; assists in identifying and applying appropriate corrective action.

Assists Food Service Shop Foreman in developing School Nutrition Services preventative maintenance plans; performs assigned preventative maintenance tasks as scheduled.

Request, maintains and is responsible for the inventory and accountability of material, tools, repair parts and equipment assigned and is issued for use.

Inventory all tools and equipment quarterly and submit results via the appropriate supervisor(s) to the Director for consideration.

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.

Must have 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 assigned automotive equipment is operated and maintained as outlined in applicable district's procedures.

ADDITIONAL JOB FUNCTIONS

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

Lifts, carries, and moves equipment, food and supplies as required.

Performs other assigned tasks or related work as required.

MINIMUM TRAINING AND EXPERIENCE

Graduation from high school with a minimum of two years of experience in food service equipment maintenance and repair; or any equivalent combination of training and experience which provides the required skills, knowledge, and capability.

SPECIAL REQUIREMENTS

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 hand tools, power tools, diagnostic and testing equipment, 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 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, logs, diagrams, schematics, technical manuals, trade journals, etc. and a variety of correspondence. Requires the ability to prepare reports, forms, system documentation, etc. using 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 general electrical, refrigeration, plumbing and mechanical terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas, to add and subtract, multiply and divide, and to determine 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.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of facility maintenance and mechanical repairs.

Considerable knowledge of mechanical tools, diagnostic tools and utilities.

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General knowledge of the operation and repair of standard kitchen tools and equipment.

Ability to read and interpret schematic diagrams and maintenance documentation.

Ability to systematically determine the source of problems and to take appropriate action.

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 skills.

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.