**CHILD NUTRITION SKILLED MAINTENANCE**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:** Director of Child Nutrition **Classification:** Auxiliary

**Dept/Campus:** Child Nutrition **Paygrade:** A-8

**Wage/Hour Status:** Nonexempt **Revised:** June 2016

This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

**PRIMARY PURPOSE:**

Follow routine maintenance and repair procedures for assigned areas to maintain a high standard of safety and efficiency of all cafeterias and equipment.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

Valid Driver’s License

**Special Knowledge/Skills:**

Knowledge of basic techniques of repair and new installation of equipment (electrical, HVAC, plumbing, gas-fired equipment, etc.)

Ability to operate tools and equipment common to assigned area

Ability to read maintenance repair booklet(s) on cafeteria equipment

**Experience:**

Five or more years experience in commercial plant operations

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Installation of dispensers, machines and equipment
2. Maintenance of dispensers, machines and equipment (change out plugs, bulbs, switches, etc.)
3. Change out filters for ice machines on a regular schedule.
4. Schedule preventive maintenance (ie: changing filters, cleaning steamers, replacing gaskets)
5. Responsible for proper care in the use of all school and cafeteria equipment/ property.
6. Work irregular hours as needed and respond to after hours, weekend and holiday emergencies.
7. Work on any maintenance, repair projects as assigned.
8. Operate tools, equipment, and machinery in a safe manner.
9. Help keep equipment and tools in safe operating condition.
10. Correct unsafe conditions in work area and report any conditions that are not correctable to supervisor immediately.
11. Coordinate the ordering and restocking of supplies and materials with Director of Child Nutrition.
12. Complete work orders in a timely manner and evaluate the need for out of town travel repairs.
13. Attend professional growth activities to keep abreast of innovative techniques in maintenance operations.
14. Relocate equipment from campus to campus and recommend disposal of obsolete equipment.
15. Keep daily Maintenance Driver Log and Service Ticket Log

**SUPERVISORY RESPONSIBILITIES:**

None

**EQIUIPMENT USED:**

Tools and equipment common to the assigned trade.

**WORKING CONDITIONS:**

**Mental Demands**

Maintain emotional control under stress

**Physical Demands/Environmental Factors:**

Must be able to position and frequently move about within the work area; ability to retrieve, transport, position/reposition objects, supplies and equipment; typically frequent reaching, repetitive hand/arm motions, bending, stooping and kneeling are necessary; ability to position self and perform work in various areas of the facility including elevated surfaces; work outside and inside; work around machinery and moving parts; work around moving objects or vehicles; exposure to dampness and humidity; exposure to extreme hot and cold temperatures; work on ladders and scaffolding; exposure to slippery and uneven surfaces; ability to reposition and transport 50lbs; variable working hours; on call 24 hours.

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date