



Title:	Kitchen Equipment Repair Technician
Reports To:	Maintenance Director
Department:	Maintenance
Status:	Non-Exempt
Terms:	252 Days / 12 Months
Pay Grade:	AX10

### Primary Purpose:

Perform repairs, replace and install all food processing, cooking, refrigeration, ventilation and HVAC equipment and repair electrical supply circuits to the kitchen equipment.

### Qualifications:

#### Education/Certification:

Valid Texas driver's license  
Minimum of Class II Refrigeration Certification  
High School Diploma/GED

### Special Knowledge/Skills:

Ability to read and understand written instructions.  
Operate tools and equipment according to prescribed safety standards.  
Follow established procedures to meet high standards of cleanliness, health.  
Be able to correct unsafe conditions in the workspace and report any unsafe conditions that cannot be corrected immediately to the kitchen supervisor.  
Maintain personal appearance and hygiene.  
Do not endanger anyone who is working around you.  
Use stepladders, extension ladders, lifts and all related equipment in a safe manner.

### Major Responsibilities and Duties:

1. Provides maintenance to all school district kitchen equipment to include: walk-in coolers and freezers, ovens; convection and conventional, tilt skillets, milk coolers, mixers, food cutter, slicers, fryers, ice machines, and any other as required.
2. Gives immediate attention to emergency repairs of equipment which jeopardizes the food service operation. Notifies the Director of Child Nutrition Services or other designated administrator of emergencies.
3. Develops and follows a plan for preventative maintenance to food service equipment.
4. Coordinates with office personnel to arrange for contractors which may be needed. Monitors work done by contractors to ensure work is done properly and that the District's interests are given top priority.



5. Works cooperatively and professionally with cafeteria managers, building administrators and district personnel.
6. Follows the district's procurement procedures and standards when obtaining needed parts or contracted repair service.
7. Makes recommendations for needed equipment (replacement or new). Assists in the preparation and maintenance of bid specifications for all kitchen equipment.
8. Maintains records of kitchen equipment repairs/ any records.
9. Order repair parts, fill out paperwork to P.O. and request P.O. from the Nutrition Services office.
10. Is responsible for the safe driving and preventative maintenance of a district vehicle, vehicle inventory, supplies, and record keeping necessary to satisfactorily complete an assigned task.
11. Upholds and adheres to safety rules and policies of the safety program.
12. Supports the goals and objectives of the school district and follows all district policies.
13. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption to district operations.
14. Performs any other duties assigned by the appropriate supervisor.
15. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.

**Major Responsibilities and Duties:**

None.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Large and small kitchen equipment, Ice machines, electric slicer, mixer, pressure steamers, convection ovens, dishwashers, freezers, coolers and anything else that is pertinent.

**Mental Demands/Physical Demands/Environmental Factors:** Continual walking and standing; frequent heavy lifting able to lift 50-75 lbs, Exposed to hot and cold weather.

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Signature

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Printed Name

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Date