Durham Public Schools — Maintenance Services
Job Description — Food Service Technician

JOB TITLE: Food Service Technician – Grade 65

REPORTS TO: Electrical Supervisor

SALARY: Based on State and Local Salary Schedules

STATUS: Permanent, 12 months, Classified, Nonexempt

SUMMARY: Under general supervision, performs skilled work and provides leadership in the installation, maintenance and repair of food service equipment (hot and cold) utilized to support the District's Child Nutrition Services (CNS). Food service equipment includes refrigeration equipment, cooking equipment, beverage equipment, dish machines, and ice machines. The technician ensures that all work is performed according to all related federal, state, and local codes and regulations. Employee must exercise independent judgment and initiative in performing assigned tasks. Employee must also exercise tact and courtesy in contacts with various school officials. Reports to the Electrical Supervisor.

RESPONSIBILITIES & DUTIES

1. Maintain existing food service equipment by inspecting and making necessary repairs
2. Complete performance checks, diagnose, perform troubleshooting, repairs, installations, removals, and preventative maintenance on all commercial food service equipment, including adding refrigerant and the use of gases
3. Complete emergency repairs, to include nights and weekends, as needed
4. Assess remaining usefulness of equipment and make recommendations based on findings, equipment performance, and manufacturer's guidelines
5. Plan new or modified installations to minimize waste of materials, provide access for future maintenance and avoid unsightly, hazardous and unreliable wiring, consistent with specifications and local electrical codes.
6. Prepare sketches showing location of piping, wiring and equipment, or follow diagrams or blueprints, ensuring that concealed piping and wiring is installed before completion of future walls, ceilings and flooring.
7. Install control and distribution apparatus such as switches, relays and circuit-breaker panels.
8. Test continuity of circuit to ensure electrical capability and safety of components with testing instruments such as ohmmeter and circuit tracer.
9. Observe functioning of installed commercial food services equipment to detect hazards and need of adjustments, relocation or replacement.
10. Responsible for inventorying all tools and equipment
11. Responsible for the ensuring assigned automotive equipment is operated and maintained as outlined in applicable District procedures.
12. Serves in after hours on-call rotation
13. Other related duties as assigned by Supervisor and the Executive Director of Facilities Services.

KNOWLEDGE, SKILLS, AND ABILITIES:

1. 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.
2. Ability to work with moving mechanical parts, pressurized steam equipment, open flames, heated surfaces, liquids, and risk of electrical shock in damp, humid, or freezing conditions.
3. Ability to work on ladders, roofs, and in rare cases, high, precarious places
4. Capable of utilizing refrigeration recycling and recovery equipment.
5. Ability to be on-call after hours as part of routine department procedure.
6. Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments or directions from supervisors.
7. Requires the ability to read work orders, logs, diagrams.
8. Ability to read and interpret blueprints and schematics
9. Simple reports, etc., according to prescribed formats. Requires the ability to speak to people with poise, voice control and confidence.
10. Requires the ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form.
11. 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 and mechanical terminology as it relates to the operational aspects of food service.
12. Requires the ability to utilize simple mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages.
13. Requires the ability to inspect items for proper length, width and shape.
14. Requires the ability to coordinate hands and eyes rapidly and accurately in using hand tools.
15. Requires the ability to handle a variety of items such as hand tools.
16. Requires the ability to differentiate between colors and shades of color.
17. 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.
18. Requires 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.
19. Possess considerable knowledge of all departmental operating procedures to include, but not limited to, the work order procedures, and other departmental procedures developed and implemented.
20. Requires considerable knowledge of the District's vehicle operating and driver maintenance procedure.
21. Responsible for being familiar with all regulations, and codes that pertain to Refrigeration and Electrical maintenance and installation.

MINIMUM EDUCATION, EXPERIENCE AND REQUIREMENTS:

1. High School Diploma or GED.
2. Valid N.C. Driver's License.
3. Seven (7) years related experience and/or training with commercial food service refrigeration and electrical equipment preferred.
4. Relevant technical licenses, and/or certification. i.e., Environmental Protection Agency (EPA), Commercial Food Equipment Service Association (CFESA).

PHYSICAL REQUIREMENTS: (what is required to perform the job? Climbing, lifting, standing, twisting, etc. How many pounds: Duration of exertion, etc.)

1. Ability to exert over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.
2. Listed are the frequencies of each physical activity required in the performance of the essential functions associated with this job.

F -Frequently From 1/3 to 2/3 of the time	**O- Occasionally** Up to 1/3 of the time	**R- Rarely** Less than 1 hour per week	**N- Never** Never occurs
PHYSICAL ACTIVITY		**NON-PHYSICAL DEMANDS**	
Climbing/Balancing	**F**	Time Pressure	F
Crawling/Kneeling	**F**	Emergency Situation	O
Walking	**F**	Frequent Change of Tasks	F
Running	**R**	Irregular Work Schedule/Overtime	R
Standing	**F**	Performing Multiple Tasks Simultaneously	F
Sitting	**O**	Working Closely with others as part of a Team	F
Bending/Stooping	**F**	Tedious or Exacting Work	F
Lifting/Carrying	**F**	Noisy/Distracting Environment	F
Grasping/Twisting	**F**		
Reaching	**F**		
Pushing/Pulling	**F**		
Fingering/Typing	**F**		
Others			

ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never

-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	F
Electrical Hazards	C
Fire Hazards	O
Explosives	O
Communicable Diseases	R
Physical Danger or Abuse	O

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never

-Environmental Factors-	
Respiratory Hazards	S
Extreme Temperatures	D
Noise and Vibration	D
Wetness/Humidity	D
Physical Hazards	D

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	X
Warehouse		Outdoors	X
Shop			
School/Administrative Buildings			

RESOURCE REQUIREMENTS: (Place an X by what is required)

__x__ Laptop ____ Desktop computer (may be docking station with laptop) __x__ e-mail address
x__ Outlook ____ VPN __x__ Cell phone ____ Pager
___ Two-way radio __x__ iPad ____ Office phone ___ Fax ____ Printer
__ 5 digit extension ____ 10 digit telephone number __x__ District vehicle ____ AS400
SharePoint __x__ Software (list Microsoft office, Adobe) __x__ Audio recording device
___ Website access __x__ Building access key/code (for necessary building access during non – traditional hours)

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED:

__x__ Hard hat __x__ gloves __x__ flash protective equipment suit occasionally
__x__steel toe shoes __x__ safety glasses __x__ safety vests

MACHINES, TOOLS, EQUIPMENT:

__x__retrieving devices __x__Ladder __x__ fork lift,__x__ crane truck __x__ hoist
__x__ scissors lift __x__pipe benders__x__ metering devices

OPTIONAL: Wi-Fi hotspot to access VPN while away from their workstation (the person may already have his/her own access)

DISCLAIMER:

The following statements of the job description are intended to describe the general nature and level of work performed by an employee in this category. The description does not contain an exhaustive list of all responsibilities, duties, skills and other requirements necessary of employees to perform in this position.

_____ _____

Signature Date