

**PLANO INDEPENDENT SCHOOL DISTRICT  
Job Description**

<b>Job Title:</b>	Kitchen Equipment II	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Specialist FANS Kitchen Equipment	<b>Date Revised:</b>	06/25/20
<b>Dept./School:</b>	Facility Services	<b>Pay Range:</b>	47B

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**Primary Purpose:**

Responsible for the general maintenance and repair of kitchen equipment in district facilities. Work includes installing, replacing, inspecting, testing, cleaning, planned maintenance and repair of new and existing equipment.

**Qualifications:**

**Education/Certification:**

High School diploma or equivalent

Environmental Protection Agency (EPA) Refrigerant Certification or comparable experience

Valid Texas driver's license

Driving record that is insurable with Plano ISD's insurance carrier

**Special Knowledge/Skills:**

Technical training and knowledge of commercial food service equipment repair

Hands on knowledge of all types of food preparation equipment including but not limited to ranges, mixers, disposals, freezers, refrigerators, ware washers, steamers, ovens, hot holding units, cold holding units, fryers, and serving lines

Requires good communication skills, both verbal and written

Proficiency in Microsoft Office with intermediate skills in Word, Outlook, and Excel

Knowledge of facility service software applications

Must be organized and complete daily work assignments as instructed

Must keep accurate records and prepare written reports including refrigerant records

Ability to multitask and work within a team

Ability to work with a variety of vendors

**Experience:**

Three years of experience in the commercial kitchen equipment repair industry

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**Major Responsibilities and Duties:**

- Perform repairs and planned maintenance. Initiate work orders for repairs on booster heaters, water heaters, and all kitchen equipment
- Analyze each job assignment and request the materials to complete the task
- Perform plumbing and electrical needs
- Accurately estimate amount of materials and parts needed for work order completion
- Follow an established planned maintenance rotation for replacement of all equipment filters
- Complete required documentation to include work orders, material requisitions, purchase orders, and other related documents
- Communicate effectively with district personnel during all phases of necessary requirements to complete each work order or project
- Maintain vehicle maintenance and upkeep including tools and materials inventory
- Work with the Cafeteria Managers or food service staff to ensure proper kitchen operation
- Work closely with service vendors and verify that repairs are complete and functional
- Follow and enforce safety rules and procedures
- Follow all rules, regulations, and policies of Plano ISD and follow directives from supervisor
- Follow attendance policy as assigned by supervisor
- Perform other functions that may be assigned by the Administration and/or supervisor

**Equipment Used:**

Test equipment such as meters, manifold gauges, and temperature recording devices; plumbing tools, hand tools, power tools, refrigeration tools, thermometers, chemical oils and high pressure sprayers, ladders, hoists, laptop computer and smart phone; operate Plano ISD's vehicle

**Working Conditions:**

**Physical Demands:**

This job will require walking, bending, standing, and sitting; possible lifting and carrying of 15-75 pounds; required to be on-call on an on-call rotation; work may be inside or outside with exposure to hot or cold temperatures, dust, and various materials and / or chemicals; work may require exposure to uneven or slippery surfaces, work on ladders, and exposure to noise; frequent district wide travel

**Mental Demands:**

Work with frequent interruptions; maintain emotional control under stress; able to learn and apply new methods in all areas; initiator; makes suggestions for improvements

**Environment:**

Ability to work inside or outside with exposure to hot or cold temperatures, dust, and various materials and/or chemicals; may work under conditions of inclement weather, frequently exposed to electrical current high voltage, chemicals and oils; work may require exposure to uneven or slippery surfaces and exposure to noise.

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**Acknowledgment:**

Any work related experience or additional education/training resulting in acceptable proficiency levels in the above required knowledge, skills, and abilities may be an acceptable substitute for the above specified education and experience requirements at the sole discretion of District Administration.

**Approved By:** W. Noel McBee, Compensation Coordinator **Date:** 06/25/20

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The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. District administration and/or my supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

My signature below indicates I understand and acknowledge my job description.

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_