

**PLANO INDEPENDENT SCHOOL DISTRICT**  
**Job Description**

<b>Job Title:</b>	Kitchen Equipment I	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Specialist FANS Kitchen Equipment	<b>Pay Range:</b>	44B
<b>Dept./School:</b>	Maintenance/Facilities Services	<b>Date Revised:</b>	8/14/2020

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**Primary Purpose:**

Perform planned maintenance on all kitchen equipment throughout the district. Maintain and provide for the safe condition and operation of all kitchen equipment.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent

Valid Texas driver's license

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

Six hours of professional development annually to meet USDA Professional Standards

**Special Knowledge/Skills:**

Ability to follow verbal and written instructions

Ability to work independently

Ability to communicate well and deal with all people in a courteous and positive manner

**Experience:**

One or two years' experience of repair and maintenance of electrical and mechanical food service equipment (preferred)

**Major Responsibilities and Duties:**

Install, repair and maintain food service equipment at various Plano ISD foodservice facilities

Perform repairs and planned maintenance. Initiate work orders for repairs on booster heaters, water heaters and all kitchen equipment

Accurately estimate amount of materials and parts needed for work order completion

Change or clean air filters, maintain motor drive belts, grease motors and bearings as needed, clean condenser and evaporator coils, check and service kitchen equipment water filtration systems

Follow an established planned maintenance rotation for replacement of all equipment filters

**Job Title:** Kitchen Equipment I

Complete required documentation to include work orders, material requisitions 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 cafeteria managers and food service staff to ensure proper kitchen equipment operation

Lift and move heavy foodservice equipment and/or equipment parts

Detect and report necessary equipment repairs. Proactive in approach to maintain foodservice equipment.

Perform plumbing and electrical needs

Inspect all job assignments upon completion to ensure desired results are achieved; clean areas after project completion

Operate a vehicle to travel to various Plano ISD facilities throughout workday

Take after hour calls and work extended hours; required to be on-call on an on-call rotation

Develop and follow safety rules and procedures as well as assume the responsibility that others follow these rules

Maintain standards of personal appearance and hygiene according to district/ department policies and procedures

Follow all rules, regulations and policies of Plano ISD and follow directives from supervisors

Follow attendance guideline 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; uses plumbing tools, hand tools, power tools, refrigeration tools, thermometers, chemicals, 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; 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:**

**Job Title:** Kitchen Equipment I

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:** 8/14/2020

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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:** \_\_\_\_\_

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