

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

<b>Job Title:</b>	Kitchen Senior Technician	<b>Wage/Hour Status:</b>	Nonexempt
<b>Reports To:</b>	Manager Facilities Kitchen	<b>Pay Range:</b>	49B
<b>Dept./School:</b>	FANS	<b>Date Revised:</b>	6/6/2022

---

**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. Maintain appropriate record keeping as required by federal, state, and local agencies. Required to be on an on-call rotation.

**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

Six hours of professional development annually

**Special Knowledge/Skills:**

Technical training and knowledge of commercial food service equipment repair

Hands on knowledge of all types of food preparation equipment

Ability to keep accurate records and prepare written reports including refrigerant records

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

Knowledge of facility service software applications

Requires good communication skills, both verbal and written

Must be organized and complete daily work assignments as instructed

**Job Title:** Kitchen Senior Technician

**Experience:**

Three years of experience in the commercial kitchen equipment repair industry

**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

Follow an established planned maintenance rotation to extend the life of equipment

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 an adequate inventory of spare parts and maintenance materials to handle most common repairs

Work with the Cafeteria Managers or food service staff to ensure proper kitchen equipment operation

Assure compliance with appropriate safety practices and procedures with applicable federal, state and local codes, regulations, and requirements

Be willing to take after hour calls and work extended hours

Demonstrate behavior that is professional, ethical, and responsible

Attend workshops, district staff development sessions, and other continuing education courses that will develop and maintain professional credentials for this position

Follow all rules, regulations, and policies of Plano ISD

Follow attendance policy as assigned by the 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 records. Uses 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:**

**Mental Demands:**

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

**Job Title:** Kitchen Senior Technician

**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.

**Environmental Factors:**

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.

---

---

**Acknowledgement:**

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:** 6/6/2022 \_\_\_\_\_

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