

PLANO INDEPENDENT SCHOOL DISTRICT

Job Description

Job Title:	Manager Kitchen Equipment	Wage/Hour Status:	Exempt
Reports To:	Director FANS	Pay Grade:	837
Dept./School:	Food and Nutritional Services	Date Revised:	6/8/22

Primary Purpose:

Responsible for coordinating and implementing planned maintenance and repairs of refrigeration, commercial kitchen equipment, and appliances. Supervision of in-house personnel and contractors. Ensure district, department and school facilities complies with all local, state, and federal policies and procedures.

Qualifications:

Education/Certification:

Bachelor’s degree in related field or equivalent experience preferred

Completion of credited sanitation course and maintain certification

Valid Texas Driver’s license

Driving record that is insurable with PISD insurance carrier

Special Knowledge/Skills:

Technical training and working knowledge of commercial food service equipment

Effective organizational, communication, and interpersonal skills

Highly developed project/program management skills

Ability to manage budget and personnel

Knowledge of applicable laws, rules, regulations and/or policies and procedures

Experience:

Five or more years of experience in leadership positions in large service organizations.

Major Responsibilities and Duties:

Maintenance and Repair

Direct and manage maintenance and repair of kitchen equipment for over 70 kitchen sites

Develop and maintain written departmental procedures for maintenance, repair, of operations of kitchen equipment

Prepare, or assist in the preparation of, long-term master equipment replacement plan for all campus sites

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Communicate and coordinate with district administrative personnel and staff to assure smooth and timely delivery of scheduled services

Conduct periodic on-site inspections of kitchen facilities; identify maintenance service needs and assign to appropriate staff; as needed oversee contractor work to assure compliance with repair requests

Implement approved programs and service of department-wide maintenance and operations programs or services; organize and supervise the work of staff involved

Ensure that equipment is maintained in operating and optimum condition

Assist facility services with planning new construction and renovation projects

Personnel Management

Assign work to maintenance personnel and oversee completion

Develop, coordinate, and supervise a continuous training program for staff

Budget, Inventory, and Procurement

Develop and manage budget to ensure proper allocation and expenditure of resources

Compile budget and cost estimates based on documented program needs

Collaborate with warehouse manager to maintain proper accountability, inventory, and distribution of fixed assets, replacement parts and tools

Recommend disposal of obsolete equipment and purchase replacement equipment when necessary

Replace and maintain a current inventory of supplies and parts to avoid delay when reordering

Plan and direct inventory and stock control program for equipment and supplies

Oversee procurement process to ensure compliance with appropriate local, state and federal procurement laws

Assist with developing formal and informal procurement methods related to kitchen equipment and repairs

Policy, Reports, and Law

Work closely with city and other inspectors to ensure district complies with health codes and requirements

Make recommendations for new and modified programs, policies, regulations and procedures for approval

Respond to after hour emergencies as needed

Follow and enforce district safety rules and procedures

Demonstrate behavior that is professional, ethical, and responsible

Attend and participate in all meetings as scheduled by the food service director or designee

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Participate in departmental administrative functions including budgeting, purchasing, and planning as related to the development and updates of operational and strategic plans

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

Supervisory Responsibilities:

Supervise and evaluate the performance of kitchen equipment personnel; responsible for training others in multiple/complex tasks

Equipment Used:

Computers, printers, copiers, calculators, computer hardware and software systems, scanner, and audio/video equipment. Knowledge of operational techniques for large and small equipment.

Working Conditions:

Mental Demands:

Work with frequent interruptions; maintain emotional control under stress.

Physical Demands:

Frequent district wide and/or state wide travel; occasional prolonged and irregular hours; Ability to conduct on-site inspections of all maintenance facilities and construction projects; frequent standing, sitting, walking, pushing, pulling, stooping, bending, and kneeling; occasional lifting up to 50 pounds; prolonged use of computer and repetitive hand motions.

Environmental Factors:

Work inside commercial kitchen environment; exposure to extreme hot and cold temperatures, extreme humidity, noise, vibration, microwaves, biological hazards (bacteria, mold, fungi), chemical hazards (fumes, vapors, gases), electrical hazards; work with hands in water; work around machinery with moving parts; work on slippery surfaces

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

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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** _____