

**PLANO INDEPENDENT SCHOOL DISTRICT
Job Description**

Job Title:	Specialist FANS Kitchen Equipment	Wage/Hour Status:	Exempt
Reports To:	Manager Facility Cluster(s)	Date Revised:	1/05/18
Dept./School:	Facility Services		

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. Required to be on-call on an on-call rotation.

Qualifications:

Education/Certification:

- High School diploma or equivalent
- State Refrigeration License
- Environmental Protection Agency (EPA) Refrigerant Certification
- Complete and maintain an accredited sanitation course certification
- 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
- Working knowledge of all types of food preparation equipment
- Demonstrate ability to read equipment electrical schematics and use appropriate tools to diagnose and repair electrical circuitry and mechanical systems
- Experience in basic knowledge of purchasing laws
- Effective organizational, communication, and interpersonal skills
- Highly developed project/program management skills

Experience:

- Three years of experience in maintenance of kitchen equipment repair and refrigeration (preferred)

Major Responsibilities and Duties:

Operational Support:

- Visit campus sites to monitor maintenance needs, initiate and process for repair

- Analyze food service technician's job assignments and requests for materials to complete work requests

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Initiate, oversee and assist with repairs and maintenance of kitchen equipment

Supervise work order system for food service equipment repairs

Coordinate and maintain walk-in freezer/cooler monitoring and paging system

Assist with planning new construction and renovation projects

Instructional Management:

Develop, coordinate, and supervise a continuous training program for food service maintenance personnel

Compliance Monitoring:

Work closely with contracted vendors for large equipment and verify repairs are complete and functional

Work closely with city (and other) inspectors to keep the district in compliance with health codes and requirements

Financial Management and Record Keeping:

Coordinate and conduct kitchen equipment planning, specifications and purchasing for large equipment and renovated campuses

Ensure completion of equipment installation and operation procedures demonstrated to kitchen staff

Estimate cost and time required for projects and make accurate recommendations concerning repair or replacement of equipment

Review bids and request for proposals of contracted services such as: grease traps, vent hoods, cleaning, equipment repairs, and parts

Collaborate with warehouse manager to maintain proper accountability, inventory, and distribution of fixed assets, warehouse and employee's trucks

Sanitation, Safety, and Security:

Follow and enforce district safety rules and procedures

Professional Growth and Development:

Works in harmony with FANS central office, campus staff and food service personnel

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

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

Participate in 30 hours of professional development annually

Follow all rules, regulations, and policies of Plano ISD, State of Texas and USDA and follow directives from superiors.

Follow attendance policy as assigned by supervisor

Perform other functions that may be assigned by the Administration and/or supervisor

Supervisory Responsibilities:

Responsible for the supervision and evaluation activities of Kitchen Equipment I and Kitchen Equipment II technicians

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Responsible for training others in multiple/complex tasks

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

Physical Demands:

Frequent district wide and/or state wide travel; occasional prolonged and irregular hours; Frequent standing, sitting, walking, pushing, pulling, stooping, bending, and kneeling; occasional lifting up to 15-75 pounds; work on ladders; prolonged use of computer and repetitive hand motions

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

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:** 01-05-18

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:** 01-05-18