



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Child Nutrition Appliance Master** FLSA Status: **Non-Exempt**
 Job Family: **Child Nutrition** Pay Range: **CN40H**
 Prepared/Revised Date: **June 24, 2024** Job Code: **62311**

SUMMARY: Responsible for all aspects of installing, maintaining, and repairing food service and district equipment throughout the district. The position completes installation, repairs, maintenance, and preventative maintenance of all common commercial kitchen equipment and systems per manufacture and state requirements. This position will also manage project workflow, follow SOP's, maintain accurate records, maintain budget parameters, seek process improvements, provide kitchen staff training, and work positively with other district trades and contractors as required. This position supports all kitchen, Child Nutrition office, and warehouse staff in other projects and tasks as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Repair, maintain, and replace commercial food and department equipment, including ice machines, dishwashers, convection ovens, reach in warmers and coolers, steamers, serving lines, carts, faucets, walk-in coolers/ freezers, boilers, exhaust hoods, milk coolers and other equipment. Assemble, move, and repair random kitchen and department items, i.e. carts, racks, and other various items. Maintain equipment, supplies, vehicle, and work areas in clean, neat, and safe condition. Attend equipment training and updates when needed or requested by Director or Designee.	D	30%
2. Perform, schedule, manage, and coordinate corrective maintenance. Diagnose problems and/or failures in equipment. Identifies and corrects safety hazards. Collaborate with Director or designees on specific procedures and recordkeeping for food services equipment, complete work orders promptly, and maintain a daily work log.	D	25%
3. Coordinate, implement and execute a preventative maintenance program for all department equipment; maintains and audits work order system for equipment repairs to include parts and labor. Schedule, manage, coordinate, and inspect work done by contractors working within the district as approved.	D	15%
4. Maintain accurate records of project activities. Maintaining records of all expenses. Work with vendors to ensure quality service, competitive pricing, and timely completion of work. Support and execute manufacturer warranties. Complete state-required inspections and communicate repair status to department supervisors and director.	D	10%
5. Update department supervisors, kitchen staff, and director regarding procedures and/or status of work orders and assigned tasks. Take appropriate action and comply with all districts, department, health and safety regulations.	D	5%
6. Ensure the availability of necessary preapproved equipment and supply materials, maintain preapproved product stock, and updated inventory of replacement parts daily.	D	4%
7. Coordinate with the Child Nutrition Director in budgeting and expenditure planning for the Child Nutrition department. Research pricing on materials and equipment replacement costs as needed. Provide support on bid specifications and district contracts as needed.	D	2%



8. Ability to be on-call 24 hours a day for after-hour electrical and fire alarm emergencies. Respond as essential personnel in case of an emergency, weather, or environmental event, and/or school/facility/district closure.	D	1%
9. Attend work and arrive in a timely manner.	D	1%
10. Train kitchen staff in the proper use and maintenance of kitchen equipment as well as adhering to all safety procedures. Create and update SOP's for department equipment.	W	5%
11. Perform other duties as assigned.	Ongoing	2%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or completion of G.E.D.
- Experience in commercial appliance and refrigeration maintenance and installation preferred, but not required
- EPA 608 Refrigerant Certified or willing to get certified

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Must meet District driver insurability requirements

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Positive customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a cell phone and be on call and/or respond to district calls 24/7
- Knowledge of refrigeration, plumbing, and other commercial kitchen equipment including coolers, freezers, ovens and steamers.
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of underground line locating equipment is preferred at hire.
- Additional system knowledge may be required depending on district and department needs



REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director of Child Nutrition	
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed				X
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)				X
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		
Outdoor weather conditions			X	
Extreme cold (non-weather)				X



WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Extreme heat (non-weather)			X	
Risk of electrical shock				X
Work with explosives	X			
Risk of radiation		X		
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	