

## **FOOD SERVICE CRAFTSMAN III**

### **GENERAL RESPONSIBILITIES**

Perform difficult skilled work in the maintenance, repair and installation of food service and related equipment in school buildings. Supervision is exercised over assigned personnel.

### **ESSENTIAL TASKS**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist supervisor in leadership and management functions in operating a food service machinery repair shop.
- Evaluate projects, determine feasibility and scope of work, and estimate material and manpower requirements.
- Inspect work performed by contractors and in-house staff, evaluate and make recommendations to supervisor.
- Manage the maintenance requirements of assigned schools/facilities in a geographic zone through work orders, preventative maintenance requirements, emergency calls, etc.
- Determine job requirements by reading and interpreting blueprints, plans, specifications and drawings.
- Evaluate the job performance of other shop personnel.
- Train new personnel on standard policies and procedures.
- Coordinate work with multiple internal crews and other shops as required.
- Communicate and coordinate with school personnel.
- Operate school vehicle and supervise accompanying personnel.
- Operate tools and equipment associated with this trade.
- Operate school vehicle and supervise accompanying personnel.
- Project service life of food service equipment and advise the Office of Food Services.
- Assist in writing and reviewing plans and specifications.
- Responsible for maintenance on shop equipment.
- Procure supplies from vendors for jobs, trucks, and shop.
- Recycle equipment between schools to extend duration of equipment.
- Troubleshoot electric and electronic control circuits.
- Repair or replace switches, electric motors, pumps and/or other defective components in commercial and residential food service equipment.
- Inspect and troubleshoot kitchen fire suppression and ventilation systems.
- Troubleshoot and repair high voltage circuits up to 480 volts 3 phase.
- Perform plumbing, (flammable) gas equipment and steam equipment repairs.
- Install and service various types of kitchen equipment including but not limited to: food processors, ovens, deep fryers, booster heater, heat lamps, garbage disposals, bakery equipment, grinders, grills, slicers, mixers, steamers, dishwashers, ranges, clothes washers and dryers.



- Communicate with dispatch, other craftsman, supervisor and upper management via two-way communication.
- Maintain accurate work order records and parts/tool inventory, as well as inventory of used repair parts for obsolete equipment.
- Perform related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the common practices, tools, terminology and safety precautions of the food service industry and electrical, electronic and flammable gas systems; able to work from sketches, drawings, plans or specifications; ability to follow oral and written instructions; ability to establish and maintain effective working relationships with associates; demonstrated leadership and organizational skills.

**EDUCATION AND EXPERIENCE**

High school graduate/GED or completion of a vocational course. Minimum of seven years' experience in the trade. Refrigeration position requires CFC Certification.  
A comparable amount of training and experience may be substituted for the minimum qualifications

**PHYSICAL REQUIREMENTS**

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Ability to lift 70 lbs.  
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

**SPECIAL REQUIREMENTS**

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Rev. 7/08
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