

**GRANITE SCHOOL DISTRICT  
Classified Employee Job Description**

**Title** Maintenance Manager, School Foods

**Supervisor's Title** Central Kitchen Manager

**Date Prepared** 3/97 **Date Reviewed** 3/99 **Date Reviewed** \_\_\_\_\_

**Employee/Incumbent Review**  **Immediate Supervisor Review**  **GCEA Review**

**Dept Aprvl** \_\_\_\_\_ **HRM Aprvl** \_\_\_\_\_ **Superintendent Aprvl** \_\_\_\_\_

**Location** \_\_\_\_\_ **Lane** \_\_\_\_\_

**Implementation Date** \_\_\_\_\_ **ADA Review** \_\_\_\_\_

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**Job Summary**

As a working supervisor the job incumbent supervises all maintenance and repair of food processing equipment in the school cafeterias and central kitchen.

**Essential Functions**

Installs, repairs and maintains equipment ( i.e., refrigeration machines, boilers and related equipment, and small and large food process equipment). Supervises repair and maintenance of machinery, etc. (ie., stoves, ovens, dishwashers, serving trays, utensils, food mixers, conveyer belts, etc.). With proper approval and clearance from the purchasing department, arranges for the purchase of materials and supplies for equipment repair. Supervises and outlines daily work for self and subordinates and prepares and issues work orders to other departments as necessary.

**Non-Essential Functions**

Occasional other duties as assigned (within skill level).

**Required Knowledge, Skill and Ability**

Must have basic skill in welding, brazing, plumbing, heating, equipment, electrical, driving, carpentry, record keeping, refrigeration, and purchasing. Must be able to use hand and power tools such as small power tools, pipe, ladders and scaffolds, welding or cutting tools, hand trucks and building materials. . Must work in compliance with ServeSafe safety requirements. Must have supervisory skill with ability to plan, assign and evaluate work. Considerable skill ity is required to handle emergencies and solve everyday problems. Needs to promote teamwork and acts as a positive role model. Needs to have Federal certification for refrigeration maintenance.

## **Minimum Entrance Requirements for Training**

High school diploma or equivalent plus completion of two years of General Maintenance training or equivalent as specified in the district approved apprentice program. Must possess current and valid Utah drivers license.

## **Minimum Entrance Requirements for Prior Experience**

Must meet the standards and skill equivalent to a four year district approved apprentice program plus one year as a practicing journeyman with demonstrated competence.

**Note:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior experience, some exchanges can be made between training and experience.

## **Decision Making Authority**

Makes repair/parts replacement decisions. Recommends equipment replacement and purchase of new equipment. Determines whether to repair with district personnel and equipment or to out source the job. Makes decisions evaluating employee performance, assigns work, recommends hiring and retention. Considerable planning ability is required of the job incumbent. Considerable responsibility rests with the job incumbent to maintain proper safety precautions for self and others. Being sensitive to and aware of safety considerations is paramount. While the major potential hazard is with electricity, other hazards may include natural gas, pressure steam, meat slicing and processing machines, and slippery work areas, etc.

## **Interaction with Others (Non-Supervisory)**

Interacts with maintenance department, central kitchen staff, inspectors, and others.

## **Supervision**

Supervises and assigns work for up to 3 employees.

## **Working Environment**

Working conditions are generally safe and present only occasional hazard. Considerable mental pressure from problem solving and meeting deadlines.. Travels among school in all types of weather.

## **Physical Demand Characteristics**

Moderate physical activity is required. Moves 30 to 50 pounds regularly. No lifting over 100 pounds.