SOCORRO INDEPENDENT SCHOOL DISTRICT
Department of Human Resources

JOB DESCRIPTION

Job Title: Commercial Kitchen Equipment Technician Supervisor
Salary Block: 101

Reports To: Director of Child Nutrition Services
Terms of Employment: 239 Days

Exemption Status: Exempt

Primary Purpose:
The primary purpose of this position is to supervise and support the commercial kitchen equipment technician supervisor in order for the child and nutrition services department commercial kitchen equipment to be working and functioning properly.

Qualifications:

Education/Certification:
• High school diploma or equivalent;
• Valid Texas Driver’s License
• Valid Texas Food Handlers Certificate
• Associates Degree in Refrigeration and Air Conditioning or five (5) years experience in commercial refrigeration and kitchen equipment repair to include verifiable experience in the areas of refrigeration, electrical, electronics, pc control boards, ignition modules, industrial motors and motor controls, plumbing and trouble shooting
• CFC Universal Certification

Special Knowledge/Skills:
• Physically able to lift 20-100 pounds;
• Knowledge in the area of electricity and plumbing
• Knowledge in the use of commercial kitchen equipment parts and tools
• Knowledge of basic computer skills
• Must be able to read schematics and blueprints
• Demonstrate ability to effectively communicate with district employees and general public.

Experience:
• Minimum (5) years experience in commercial or school construction.

Major Responsibilities and Duties:
1. Supervises all levels of personnel in the area of commercial food service equipment.
2. Evaluates work orders and assigns tasks to equipment technicians, prioritizing needs.
3. Gives immediate attention to emergency repairs of equipment which jeopardizes the food service operation.
4. Notifies Director of Child Nutrition Services or other designated administrator of emergencies.
5. Develops, supervises and follows plan for preventative maintenance of food service equipment.
6. Follows the district’s procurement procedures and standards when obtaining needed parts or contracted repair service.
7. Works cooperatively and professionally with cafeteria managers, building administrators and district crafts people.
8. Coordinates with appropriate personnel to arrange for contractors which may be needed.
9. Monitors work done by contractors to insure work is done properly and that the District’s interests are given top priority.
10. Makes recommendation for needed equipment (replacement or new).

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Commercial Kitchen Equipment Technician Supervisor

11. Assists in the preparation and maintenance of bid specifications for all kitchen equipment.
12. Calls meetings of technical maintenance staff when necessary for training purposes.
14. Assumes responsibility for the safe driving and preventative maintenance of a district vehicle, vehicle inventory supplies, and record keeping necessary to satisfactorily complete an assigned task.
15. Upholds and adheres to safety rules and policies of the safety program.
16. Supports the goals and objectives of the school district and follows all district policies.
17. Demonstrates the ability to attend work on a regular and routine basis to avoid disruption of district operations.
18. Trains, coaches, and provides support to assigned personnel: may include but not limited to the functions listed:
   properly trouble shoots, diagnosis and repairs commercial cooking, holding and refrigeration equipment. Defines service problems, collects data, establishes facts and draws valid conclusions about the work needing to be performed. Communicates with manufacturers as needed to help with diagnosing problems with equipment.  Consults with manufacturers, sales representatives, dealers and customers.
18. Performs any other duties as assigned by the appropriate supervisor.
19. Provides optimal customer service to all students, employees, parents, community members and any other stakeholders of the district.
20. As for school year 2016-2017 at least 10 (ten) hours of annual continuing education/training.

Mental Demands/Physical Demands/Environmental Factors:

Mental Demands: Understands verbal instructions, reading; maintain emotional control under stress.

Physical Demands/Environmental Factors: Continual standing, walking, pushing, and pulling; frequent stooping, bending, kneeling, and climbing (ladder), moderate lifting and carrying; moderate exposure to extreme hot and/or cold temperatures.

*This job description describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.*

Evaluation: Performance of this job will be evaluated in accordance with the provisions of Board policy.

____________________________________________
Employee Name (please print)

____________________________________________   ________________
Signature                                      Date

Socorro Independent School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in its employment practices or in providing education services, activities, and programs, including career and technical education (vocational programs). For additional information regarding Socorro Independent School District’s policy of nondiscrimination contact: (915) 937-0201, 12440 Rojas, El Paso, TX 79928

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