



Job Title: Assistant Repair Technician

Exemption Status/Test: Exempt

Reports to: Assistant Director, Equipment/Warehouse Operations

Date Revised: November, 2015

Dept. /School: Student Nutrition Services

Primary Purpose:

Under general supervision, maintain, repair or replace light bulbs, vent hood filters, fan belts and fan motors throughout SNS kitchens and warehouses in the district. Respond to general SNS kitchen emergencies and or shortages. Maintain and provide for the safe condition and operation of assigned kitchen equipment under the SNS program.

Qualifications:

Education/Certification:

High School Diploma or GED
Valid Texas Driver's License with good driving record
Maintain a current Food Handlers Certification

Experience:

A minimum of three (3) years in a multi-unit operation, preferred

Special Knowledge/Skills:

Possess general knowledge of food service commercial cooking equipment
Ability to install new circuits, fan motors and components in accordance with applicable codes
Ability to perform mathematical calculations
Ability to diagnose and resolve job related problems
Ability to use hand and power tools
Demonstrated organizational, communication and interpersonal skills required to achieve the goals of the position

Major Responsibilities and Duties:

Maintenance and Repair

1. Diagnose and repair malfunctions I various types of assigned SNS kitchen equipment.
2. Install new kitchen equipment according to code specifications. Maintain preventive maintenance schedules and procedures for all assigned kitchen equipment, including lubrications and adjustments.
3. Receive and complete work orders in a timely fashion.
4. Inspect jobs upon completion and ensure areas are clean.
5. Maintain inventory of district-owned tools, equipment and parts stock.
6. Respond to emergency calls for ice, temporary hand wash sinks and other equipment as needed.
7. Paint and repair various carts and cafeteria equipment.

8. Assist technicians with equipment installs.

Safety

- 9. Perform preventive maintenance on tools and equipment and ensure that equipment is in safe operating condition.
- 10. Follow established safety procedures and techniques to perform job duties including lifting and climbing. Operate tools and equipment according to established safety procedures.
- 11. Correct unsafe conditions in work area and prompt report any conditions that are not immediately correctable to supervisor.
- 12. Must be able to use basic computer software.
- 13. Perform any other duties as assigned.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Electrical measuring and testing equipment, welding equipment; hand tools, power tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting; work in tiring and uncomfortable positions

Motion: Frequent repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours, frequent districtwide travel

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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