

SCHOOL DISTRICT OF LEVY COUNTY

JOB DESCRIPTION

MAINTENANCE GENERALIST 1, FOOD AND NUTRITION SERVICES

QUALIFICATIONS:

1. A high school diploma or equivalent.
2. Two (2) years of experience in the field or in a related area
Or
3. Any equivalent combination of education and experience, which provides the required knowledge, skills, and abilities to perform the essential duties and responsibilities of the position.
4. Valid Florida driver's license.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledgeable in commonly used concepts, practices, and procedures within the kitchens.
- Ability to perform maintenance service and repair work to keep the physical kitchens in safe operating order.
- Ability to follow instructions and pre-established guidelines to perform the functions of the job.
- Duties may involve plumbing: carpentry, painting, plastering, repairing electrical or mechanical equipment, repairing buildings, floors, or stairs.
- Good verbal, written and customer service skills.
- Operating knowledge of computer programs, including email, word processing, spreadsheets, and databases.

REPORTS TO:

Food & Nutrition Services Coordinator

JOB GOAL

Monitor, inspect, troubleshoot repair, and maintain safe and operational kitchen facilities, storage units, warehouse space, and office areas in a manner that supports the goals of the District.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

1. Provide excellent customer-friendly support during service calls.
2. Maintain the proper certifications or licensing as required by federal, state, & local authorities.
3. Attend meetings and trainings scheduled by the Food & Nutrition Services department.
4. Seek out professional development opportunities to enhance job performance.
5. Review work orders and keep kitchen personnel informed of the progress.
6. Perform routine preventative maintenance within designated time.
7. Report any unsafe working conditions to appropriate personnel.
8. Perform basic-level service, assembly, repair, and installation of foodservice equipment.
9. Read and interpret equipment manuals to perform required maintenance and service.
10. Run mechanical and electrical troubleshooting and test tasks.
11. Assist in the resolution of Health Department discrepancies
12. Maintain inventory of equipment, repair parts, materials, and supplies.
13. Record and monitor data in various computer software programs.
14. Accept and be responsible for receipt and issuance of all parts and supplies and assure all orders are complete and correct.

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15. Deliver requested supplies in a timely manner.
16. Coordinate the removal & installation of kitchen equipment with vendors, purchasing and maintenance departments.
17. Requisition materials and supplies for jobs in progress.
18. Monitor & maintain temperature log for district storage facilities.
19. Operate motorized vehicles and warehouse equipment in a safe manner.
20. Survey safety devices and equipment on a regular basis.
21. Manage and retain proper equipment, parts inventory, and tools on service vehicle while keeping items in a safe condition for the respective level of service.
22. Request equipment, parts, supplies and tools to ensure they are available to complete the necessary repair/installation.
23. Inform management regarding procedures and/or status of work orders for the purpose of providing information for decision making, taking appropriate actions, and/or complying with health and safety regulations.
24. Produce detailed service reports to accurately reflect the action taken on a service call.
25. Consult with the district Maintenance department for troubleshooting or assistance.
26. Assist other tradesmen and perform duties in conjunction with various trades.
27. Use a variety of hand and power tools, meters, and material handling equipment when performing day-to-day job functions.
28. Ensure all tools and equipment are in good, orderly, clean and in safe condition.
29. Safely store, maintain, and account for all tools and equipment.
30. Use appropriate personal protective equipment (PPE).
31. Respect the confidentiality of records and District information in accordance with accepted professional ethics, state and federal laws, and Board policy.
32. Perform other related duties as required and assigned.
33. Ability to work in a constant state of alertness and safe manner.

PHYSICAL REQUIREMENTS:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan.
Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be appraised in accordance with provisions of the Board's policy on appraisal of personnel.

**Job Description Supplement Code 8
Group 7 of the ESP Salary Schedule
DOE Job Code 81043**

Board Approval 04/27/2021