



NUTRITION SERVICES MAINTENANCE MANAGER

JOB SUMMARY

Under general supervision to the Director of Nutrition Services, supervise the maintenance, energy conservation, vending and custodial section of the Nutrition Services department; select, train, supervise and evaluate the performance of assigned staff; assist with the interview and selection of new employees and in disciplinary issues; lead and participate fully in a variety of skilled, journey level craft work in the maintenance, repair, construction and upkeep of school buildings, facilities, and miscellaneous equipment; perform skilled craft work in building maintenance trades; have completed apprenticeship or equivalent training in one or more of the trades utilized in the maintenance of District facilities and have achieved journey level status; and to do other related work as may be required.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

- Organize and supervise the activities of the maintenance, energy conservation, vending and custodial section of the Nutrition Services department including skilled maintenance, facilities maintenance, vending and custodial staff; train, supervise, inspect and direct work of assigned staff; evaluate the performance of assigned staff;
- Participate in the interviewing and selection of applicants for maintenance and custodial positions and assist in disciplinary issues;
- Respond to maintenance calls 24 hours per day, 7 days per week without overtime pay;
- Perform skilled maintenance, repair, replacement and construction work; examine work sites for needed repairs and maintenance and recommend priorities for repair and/or maintenance projects;
- Schedule, coordinate and monitor school kitchen and Nutrition Center maintenance and repairs;
- Check that tools and equipment used in the trade are properly used and cared for;
- Assist in the development and modification of specialized maintenance policies and procedures;
- Assess needs and develop the annual budget for capital outlay, supplies, maintenance and repairs; plan and lay out assigned tasks; prepare estimates of labor and material costs for jobs; determine necessary materials and supplies needed and requisition as needed; develop requirements and specifications; prepare and maintain records;
- Analyze problem areas and determine courses of action necessary for the installation, maintenance, or repair of the Nutrition Center, school kitchen facilities and food service equipment;
- Select and schedule replacement of kitchen equipment, supplies and food services vehicles as needed;
- Check operation of new equipment prior to delivery and use; provide instruction to staff in the operation of new kitchen equipment;
- Supervise and monitor kitchen pest management;
- Reconfigure kitchen serving and preparation locations as necessary; advise and assist in the design of new kitchen facilities or serving and preparation areas;
- Advise and assist with kitchen remodels, beautification and marketing;
- Advise and make recommendations on projects performed by assigned staff, outside contractors, volunteers and students;
- Ensure compliance with safety and sanitation codes, standardization of cooking equipment and utensils;
- Ensure that in-service training, safety training, and proper safety practices are followed;
- Organize and supervise the departmental energy conservation program;

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ESSENTIAL JOB DUTIES AND RESPONSIBILITIES (Continued)

- Organize and supervise the maintenance required for the vending program;
- Establish and maintain effective working relationships with others; exhibiting strong customer skills;
- Communicate effectively and professionally both orally and in writing;
- Possess strong interpersonal skills using tact, patience and courtesy;
- Perform other related work as may be required.

EMPLOYMENT STANDARDS

Knowledge of:

- Knowledge of methods, practices, materials and equipment used in all areas of maintenance, including: methods, techniques, materials, tools and equipment used in the building trades, including carpentry, plumbing, painting, electrical; fire alarm initiation and signaling systems, intercommunication systems; security systems; telephone communications; computers and systems; heating, air conditioning; NEC and other applicable electrical codes; electronics, test equipment, schematics and logic diagrams; building plans and blueprints;
- Technical aspects of maintenance, repair and upkeep of refrigeration, freezer, oven, rethermalization, warmer and other related kitchen equipment;
- Safe working methods, practices and procedures;
- Laws applicable to construction and layout requirements and food safety;
- Food service sanitation, health and safety regulations;
- Principles of administration, supervision, management, training, safety and security;
- Principles of budgeting, costs analysis and reporting;
- Modern administrative and office management procedures and methods;
- Oral and written communication skills;
- Integrated pest management;
- Characteristics and costs related to school cafeterias;
- Safe and sanitary food storage and transport.

Ability to:

- Perform skilled, journey-level work in the building trades;
- Perform and train others to perform maintenance, repair and upkeep of refrigeration, freezer, oven, rethermalization, warmer, vending and other related food service equipment;
- Skillfully use a variety of hand and power tools, machines and equipment utilized in the building trades;
- Plan and layout work, including estimating time and material costs;
- Select, train, supervise and evaluate the performance of assigned staff;
- Plan, assign, schedule and review the work of assigned staff;
- Accurately estimate labor and materials costs for various projects in various trades;
- Communicate effectively orally and in writing;
- Learn and utilize new and current technologies;
- Establish and maintain effective working relationships with all levels of district staff, other agencies, community planning groups and the public;
- Respond to maintenance calls 24 hours per day, 7 days per week;
- Plan and organize work;
- Meet schedules and timelines;
- Maintain records and prepare reports ;
- Interpret and work from blueprints, schematics, sketches and shop drawings;
- Analyze situations accurately and adopt an effective courses of action that demonstrate good problem-solving skills;
- Work independently with minimal direction or supervision;
- Read, interpret, apply and explain rules, regulations, policies and procedures.

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Education:

- High School diploma or general education degree (GED) and possession of the knowledge and abilities listed above: **OR** Associate's degree (AA) or equivalent from a two-year college or technical school

Experience:

- Three (3) or more years of current experience at the journey level in refrigeration and one or more of the trades: **OR** Two (2) years at or equivalent to the level of Skilled Maintenance Worker III, wherein the individual has qualified for journey level maintenance experience in refrigeration and one or more of the building trades
- Five years of increasingly responsible experience in the field of maintenance
- Previous maintenance supervisory experience desirable

Licenses/Certifications:

- Valid California Class C driver's license is required
- ServSafe Certification, obtained within 60 days of employment
- EPA Section 608 Universal Refrigerant Handling Certification

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position must perform in carrying out the essential functions listed above:

Physical Demands:

- Reach, bend (up to continuously)
- Stand, walk, look down (frequently)
- Sit, drive, stoop, squat, kneel, climb (to roof)
- Reach overhead, push, pull, twist (occasionally)
- Crawl, lay down (infrequently)
- Lift/carry up to 50 pounds (occasionally), to 75 pounds with assistance (up to occasionally)
- Grasp & manipulate tools/supplies (frequently)
- Use seeing, hearing and speaking.

Working Conditions:

- On call 24 hours per day, 7 days per week, 365 days per year
- Indoors: schools, shop
- Outdoors: school grounds, driving
- Exposure to: dust/wind; seasonal temperatures (to 110 degrees); electrically and mechanically operated equipment; risk of electrical shock
- Working near moving mechanical parts, paint, cleaning agent & roof patch odors, power tool noise, handle drain cleaner, muriatic acid, gasoline
- Exposure to jackhammer & sawzall vibration
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

EMPLOYMENT STATUS

Classified Management Position