



EMPLOYEE NAME: _____

Revised: 3/87; 4/87; 4/88; 4/89; 9/91, 8/92, 11/92; 3/93; 5/93; 11/94;
2/97; 4/04; 4/08; 3/10, 10/12, 6/18

JOB DESCRIPTION

POSITION TITLE: Refrigeration & Kitchen Equipment Technician, Foreman	JOB CODE: 456A
DIVISION: Business Services	SALARY SCHEDULE: Classified Hourly
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 258
REPORTS TO: Associate Director Field Support, FNS	PAY GRADE: Rank A (NW01) plus Foreman Supplement
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Provides support to Associate Director Field Support by providing leadership and job oversight in the daily operations of assigned Refrigeration & Kitchen Equipment maintenance staff.	

REQUIREMENTS:

1.	Educational Level: High School Diploma or GED required
2.	Certification/License Required: Valid Georgia driver's license; EPA refrigeration license
3.	Experience: Minimum of five (5) years in electro-mechanical, kitchen equipment or refrigeration trade. Supervisory experience preferred.
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities ; walking, standing, kneeling, negotiating stairs and ladders, lifting and transporting 75 pounds over short distances and the ability to work in extreme cold and/or heat.
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer skills; technical competency and proficiency in all areas of kitchen equipment and refrigeration installation and repair; skilled in the use of test equipment used to troubleshoot kitchen equipment; ability to correctly and safely operate all tools, County vehicles and equipment; organization and technical skills.

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Provides direction to Refrigeration and Kitchen Equipment maintenance staff; tracks assigned work to ensure it is completed in a timely and accurate manner.
3.	Provides feedback to Associate Director in the event of personnel or job performance issues.
4.	Inspects Refrigeration and Kitchen equipment at existing CCSD facilities; develops requirements list of Refrigeration and Kitchen equipment systems and components required for replacement under SPLOST and/or by Food and Nutrition Services directive.
5.	Develops projected costs for components, materials, tools, personnel, and/or equipment for all large Refrigeration and Kitchen equipment maintenance or implementation projects in a timely manner.
6.	Inspects Refrigeration and Kitchen equipment at newly constructed CCSD facilities; develops a punch-list of Refrigeration and Kitchen equipment items that do not conform to the County Design Standards.
7.	Provides periodic 24 hours a day, seven days a week on-call support.
8.	Completes and submits all paperwork for computerized maintenance database, as well as to meet all State and local requirements, in an accurate and timely manner.
9.	Maintains the proper parts inventory on the District vehicle to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.
10.	Plans, stages, and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned to the trade.
11.	Reads blue prints, schematics and building plans.

12.	Recommends types of equipment and supplies for purchase.
13.	Takes proper care and maintains vehicles, all tools, and equipment necessary to perform the responsibilities of the position as well as to ensure maximum usage.
14.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
15.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____