

JOB DESCRIPTION

POSITION TITLE: Coordinator, Kitchen Maintenance	JOB CODE: 454B
DIVISION: Operational Support	SALARY SCHEDULE: Professional/Supervisory
DEPARTMENT: Food and Nutrition Services	WORKDAYS: Annual Administrative
REPORTS TO: Associate Director, Field Support, FNS	PAY GRADE: Rank G (NK07)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Coordinates and manages FNS large equipment program to ensure safe equipment required to produce food for students; manages the FNS warranty and recall program.	

REQUIREMENTS:

1.	Educational Level: Bachelor's degree or its equivalency required (2 years of similar work level experience = 1 year of college). A combination of experience and education may be used to meet the bachelor's degree requirement; however, the work experience years used to qualify for the bachelor's degree requirement cannot be used to meet the work requirement.
2.	Certification/License Required: Commercial Driver's License, EPA Certified
3.	Experience: 3 years of prior work-related experience
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; ability to lift 80 pounds
5.	Knowledge, Skills, & Abilities: Written and oral communication skills; mechanical experience; math aptitude and analytical Skills; MS Word and Excel; supervisory and leadership 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.	Manages, operates, and maintains department's computerized large equipment system; ensures accuracy and completeness of all data entry; trains users.
3.	Tracks and monitors daily parts needed by kitchen mechanics by sourcing parts and placing orders.
4.	Manages the parts and large equipment budget; reconciles shipments and invoicing for accuracy of product and pricing.
5.	Manages warranty and recall programs; maintains accurate documentation and records of serial numbers to assist manufacturers with recalls and warranty repairs.
6.	Assists architect in gathering technical specifications for FNS large kitchen equipment needs, reviews new FNS project specifications; reviews plan for new FNS construction and FNS renovations.
7.	Inspects current FNS project sites to monitor construction in progress; reports items found not to be in compliance with drawings and specifications.
8.	Reports to Associate Director any areas of concern or need to deviate from original plan requiring change orders and or allocation of funds.
9.	Conducts final FNS inspection to generate FNS punch lists for consideration and recommends FNS acceptance once project is complete.
10.	Acts as designee for the Associate Director as needed to keep programs and projects on track and provides continuity in kitchen maintenance.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____