



EMPLOYEE NAME: _____

Revised: 3/96; 1/98; 5/04; 4/08; 10/12; 6/18; 4/23

JOB DESCRIPTION

POSITION TITLE: Refrigeration & Kitchen Equipment Technician	JOB CODE: 456A
DIVISION: Business Services	SALARY SCHEDULE: Annual Operational Employees
DEPARTMENT: Food and Nutrition Services	WORKDAYS: Annual Operational Employees
REPORTS TO: Associate Director Field Support, FNS	PAY GRADE: Rank A (NW01)
FLSA: Non-Exempt	PAY FREQUENCY: Bi-Weekly
PRIMARY FUNCTION: Provides support in the areas of installation and repair of all kitchen equipment, as well as associated devices.	

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 one year in electro-mechanical, kitchen equipment or refrigeration trade.
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 operate all tools correctly and safely, 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.	Promotes good relations and displays a positive image with customers, the public and peers.
3.	Provides direction to assigned Maintenance Helper to ensure all assigned tasks are completed promptly and accurately; provides feedback to supervisor in the event of any areas of non-performance.
4.	Provides periodic 24 hours a day, seven days a week on-call support.
5.	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.
6.	Maintains the proper parts inventory on the District vehicle to meet the majority of assigned maintenance work requests. Returns any parts overages to inventory.
7.	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.
8.	Plans, stages, and completes the cleaning, inspection, maintenance and installation of all types of equipment assigned to the trade.
9.	Initiates and completes assigned projects in a timely and accurate manner.
10.	Reads blue prints, schematics and building plans.
11.	Recommends types of equipment and supplies for purchase.
12.	Reports immediately any issues that may have an impact to school or employee safety to the appropriate administrator.
13.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____