

Job Title:	Foreman Kitchens	Wage/Hour Status:	Hourly
Reports to:	Director	Pay Grade:	409
Dept. /School:	Food and Nutrition Services	Date Revised:	December 2, 2020

Primary Purpose

Oversee the maintenance repairs, and replacement of kitchen and refrigeration equipment District-wide for the Food and Nutrition Services Department. Manage material and assigned personnel.

Qualifications**Education/Certification**

High School Diploma/GED
Valid driver's license
Valid EPA Certification

Special Knowledge/Skills

- Ability to read and understand blueprints and diagrams for kitchen appliances
- Ability to interpret City/County Health Codes related to kitchen appliances

Experience

Five (5) years' experience in kitchen and refrigeration equipment repair

Major Responsibilities and Duties**Building Maintenance and Repair**

1. Coordinate installations, maintenance, and repair of kitchen and refrigeration equipment-
2. Receive, process, and file work orders.
3. Consult with appropriate personnel and outside entities to develop blueprints for new construction.
4. Evaluate repairs and maintenance and ensure accurate and efficient follow-up.
5. Coordinate with vendors to obtain cost efficient materials and services.
6. Provide in-services to articulate guidelines, which govern use and maintenance procedures.
8. Manage personnel matters regarding assigned staff.
9. Operate equipment and tools following established safety procedures.
11. Follow established safety procedures and techniques to perform job duties, including lifting, climbing, etc.
12. Correct unsafe conditions in the area and report any conditions that are not correctable to the supervisor immediately.
13. Maintain tools and equipment and perform preventive maintenance as required.
14. Supervises and trains kitchen and refrigeration technicians.
15. Coordinate periodic inspections of kitchen hood systems to ensure in compliance with local and state codes.
16. Maintain inventory of kitchen and refrigeration equipment.
17. Maintain tool inventory for vehicles assigned to staff.
18. Manage the temperature monitoring system for all kitchens.
19. Perform regular site visits to construction sites and meet with general contractors.
20. Work on a 24-7 on call schedule.
21. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Supervise assigned personnel

Equipment Used

Gauge, ohmmeter, electrical test equipment, calibration equipment, hand and power tools, welding equipment ladders, hoists, pipe bender, propane torch, soldering iron, and wire puller. Light truck or van.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Frequent walking, standing, climbing, stooping, bending, kneeling, and reaching, heavy lifting and carrying. Ability to operate hand, power, and bench tools. Work in tiring and uncomfortable positions, indoor and outdoor; on slippery or uneven walking surfaces; on ladders, and scaffolding; and around machinery with moving parts. Exposure to hot and cold temperatures, and excessive noises. Must be able to lift 45 pounds or more. Frequent districtwide travel.

Terms of Employment

238 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

I have read and understood the contents of this job description. I acknowledge that my performance evaluation will be based on stated duties/responsibilities. I am also aware that my position is funded with external funds (State Compensatory Education or federal) and my job duties/responsibilities must comply with the respective Program requirements.

Employee Signature: _____ Date: _____

I hereby certify the above information to be true and correct. The employee will be supervised to ensure that work performed by the individual listed above, is compliant with respective Program requirements.

Supervisor Signature: _____ Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.