

Job Title: Kitchen Equipment Preventive Maintenance
Crew Leader

Wage/Hour Status: Hourly

Reports to: Kitchen Foreman

Pay Grade: 404

Dept/School: Food and Nutrition Services

Date Revised: June 22, 2023

Primary Purpose

Coordinate and perform the maintenance of commercial kitchen hood systems, kitchen and refrigeration equipment, kitchen floors and ceilings tiles/light bulbs.

Qualifications

Education/Certification

High School Diploma/GED
Valid Driver's License

Special Knowledge/Skills

- Ability to service kitchen hood systems service kitchen & refrigeration equipment.
- Knowledge of equipment, materials, practices, and tools for servicing equipment.
- Ability to follow written and verbal instruction
- Ability to operate hand and power tools.
- Ability to work independently
- Strong communication and interpersonal skills.
- Mechanically inclined
- Ability to manage different heights according to job. Ladder use and work on roof is common.

Experience

Two (2) years related experience
Two (2) years supervisory experience

Major Responsibilities and Duties

1. Supervise the apprentices when the foreman is not present
2. Ensure the work area and equipment are properly cleaned and maintained.
3. Assist kitchen foreman in requesting supplies and material for a job.
4. Ensure equipment is in safe operating condition.
5. Follow established safety procedures and techniques to perform job duties, including lifting and climbing.
6. Correct unsafe conditions in work area.
7. Power washing of kitchen exhaust systems including hoods, ductwork, and exhaust fans.
8. Set up and take down at all job sites and equipment including wiping down at stainless steel hoods, setting up wet/dry vacuums, high pressure hoses, pre-sprayers, ladders, hanging plastic sheeting, etc.
9. Independent completion of work projects with high quality without supervision.
10. Leading and supervising other cleaning apprentices.
11. Use of pressure wash and equipment. Able to repair items related to pressure washer, pumps, hoses etc.
12. Clean condenser and evaporative coils in refrigeration system, to include motor & fan blades.
13. Perform preventive maintenance to kitchen equipment to include ovens, steamers, dishwashers, and stoves.
14. Power wash kitchen floors.
15. Replace kitchen light bulbs as needed.
16. Maintain/clean and install kitchen ceiling tiles.
17. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

Kitchen Equipment Preventive Maintenance Apprentices

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress. Occasional standing, walking, pushing, and pulling; moderate Lifting and carrying. Some stooping, bending, and kneeling; limited exposure to extreme hot and cold temperatures. Able to lift 50+ pounds and frequently climb and stoop, kneel crouch or crawl

Terms of Employment

238 days; hourly rate will be established by the Board of Trustees. Typical hours range from 12:00 pm to 8:30 pm. Will be required to work evenings and occasional weekends. During summer break the schedule is subject to change.

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: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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