



NUTRITION SERVICES EQUIPMENT SPECIALIST

**Job Code: 101ABE
Bargaining Unit: 10
Effective Date: 64/2012**

Description of Work

General Statement of Duties

Performs and supervises skilled and technical work in maintaining and repairing the district's food processing, preparation, packaging and sanitation equipment; conducts site surveys to determine equipment needs and makes related recommendations; and performs related work as assigned.

Supervision Received

Works under the general administrative direction of the Assistant Director, Nutrition Services.

Supervision Exercised

Exercises immediate supervision over nutrition service equipment repair personnel.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Supervises nutrition service equipment repair staff including training, assigning and prioritizing duties, reviewing and approving work, coaching related to performance issues and conducting performance reviews; provides technical guidance on projects as necessary.

Coordinates the work schedules of nutrition service equipment repair staff with trades and outside contractors to ensure the completion of repair and maintenance assignments in a timely manner.

Reviews the bills of outside contractors to ensure that repairs performed are justified and that costs for repairs are appropriate.

Works jointly with managers to ensure that nutrition service personnel are trained in the proper use and operation of production equipment and that food service production equipment is operated according to safety and Hazard Analysis Critical Control Point (HACCP) guidelines and standards; instructs operators on the use of some food service equipment; works with nutrition service staff to ensure that the equipment is operating properly for them and makes modifications that will assist the operator to run the machine in the most efficient manner.

Advises management in determining the equipment and facility needs of the district kitchen and other nutrition service sites.

Conducts site surveys to determine equipment installation needs for new and existing nutrition service facilities; consults with architects relating to design of the kitchens and serving areas; recommends construction modifications to ensure that nutrition service sites can meet demands and works with architects to see if the changes are appropriate; works with equipment manufacturers relating to the planning and design of equipment to be purchased by the district.

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Typical Duties Performed (continued)

Recommends, plans and implements new cost effective assembly and production methods; reviews nutrition service operations to determine use of labor and whether different equipment may be purchased that could eliminate time spent on certain processes; recommends purchase of appropriate equipment with a cost/benefit analysis; tracks the results of new or modified equipment; provides guidance to operators until they are comfortable with its operation; recommends and/or makes modifications to machines if necessary.

Develops, implements and manages a preventative maintenance program for food service equipment and facilities; schedules maintenance as recommended in equipment manuals (e.g., monthly, weekly, daily); schedules machine overhauls during a break or other down time; ensures that all major equipment is properly identified and establish maintenance records for each piece of equipment.

Develops specifications for the purchase of equipment; submits to Purchasing; reviews purchasing final specifications to ensure that they are within the parameters of needs for the nutrition service department; visits sites after the purchase of equipment to inspect the equipment and to ensure that it meets specifications.

Inspects electrical, steam generated, hydraulic and air operated equipment and wiring at the district kitchen and kitchens at school sites to ensure that it is working properly.

Researches new equipment and processes; maintains contact with equipment manufactures and other users of the equipment.

Knowledge, Skills and Abilities

Considerable knowledge of the availability and operation the following types of equipment: packaging, refrigeration, cooking systems, food production, workflow and pneumatic and hydraulic equipment.

Working knowledge of federal, state and city regulations relating to health, sanitation and working conditions (OSHA).

Considerable ability to organize and supervise the work of others.

Considerable ability to train others.

Considerable ability to work effectively with others in a variety of roles, including designing kitchens, workflow and determining equipment needs.

Minimum Qualifications

Two years of training (66 quarter credits) in the maintenance and repair of commercial cooking equipment or a related field and two years of experience maintaining and repairing commercial, automated food service equipment and machinery.