

**Job Description**

Job Title: **Commercial Kitchen Appliance Technician**  
 Job Family: **Trades**  
 Pay Program: **Classified**  
 Prepared/Revised Date: **March 17, 2009**

Job Code: **090317**  
 FLSA Status: **Non-Exempt**  
 Pay Range: **G 25**  
 Typical Work Year: **12 months**

**SUMMARY:** Responsible for overseeing and maintaining and repairing commercial kitchen appliances.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Analyze, troubleshoot, install, rebuild, adjust and replace kitchen appliance equipment.	D	35%
2. Performs major and/or minor repair, as well preventative and corrective maintenance of kitchen equipment.	D	35%
3. Order and maintain inventory of appliance parts as needed.	D	3%
4. Inspect and verify the operation and safety of commercial kitchen appliances.	D	2%
5. Responsible for coordination and prioritizing repair tasks to respond in a timely manner and provide timely repairs and reduced downtime.		5%
6. Responsible for attending new equipment training, training staff and demonstrating proper safe use and operation of equipment to staff. Identify and correct unsafe conditions and practices. Identify, document and notify supervisors of damage, abuse and negligent use of equipment.	W	5%
7. Track work orders and communicate status to appropriate personnel.	W	5%
8. Commission new kitchens and equipment installation.	M	5%
9. Assist in management of warrantees.	M	3%
10. Perform other job-related duties as assigned.	Ongoing	2%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Courses in kitchen commercial appliance repair and preventative maintenance.
- EPA - C.F.C. approved universal certificate. Formal training in commercial refrigeration, preferred.
- Minimum of five (5) years experience in kitchen commercial appliance repairs and preventive maintenance programs.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.
- Valid Colorado driver’s license.
- Ability to successfully complete a pre-hire, post-offer physical examination.
- E.P.A. /C.F.C. Certification.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced troubleshooting and repair of commercial kitchen systems is required.
- Knowledge of equipment used in the district kitchens, i.e. hoods, ice machines, dish machines, gas and electric steamers, ranges, convection ovens, hot cabinets etc..
- Ability to demonstrate proper safe use of equipment to staff.
- Knowledge to operate district kitchen equipment.
- Read and understand Health Department regulations.
- Ability to prioritize tasks, train and instruct.
- Advanced mechanical skills and ability to read and understand blueprints, schematics, and O/M manuals.
- Knowledge of commercial refrigeration, preferred.
- Knowledge of 460 volt, AC circuit and advanced troubleshooting skills preferred at hire.
- Personal computer, keyboarding, and computerized maintenance software skills.
- Critical thinking and problem solving skills.
- Ability to promote and follow Board of Education policies, Superintendent Policies and building and department procedures.

- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability to develop PM programs based on industry and manufacturer standards.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers, computerized maintenance software and peripherals.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Operating knowledge of basic hand tools and other specialized commercial kitchen system tools.
- Operating knowledge of refrigerant recovery equipment, vacuum pump, gauges, scales electronic leak detectors, preferred.
- Operating knowledge of digital meters, amp probes, digital thermostats and manometer preferred.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>	<b>JOB CODE</b>
<b>Reports to:</b>	Mechanical and Energy Manager and Enterprise Services Director	050301 and 5028

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>	<b>JOB CODE</b>
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.		

**BUDGET AND/OR RESOURCE RESPONSIBILITY:**

- Document purchases made on district credit card for department. Work within prescribed budget.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

<b>PHYSICAL ACTIVITIES:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Stand				X
Walk				X
Sit		X		
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance			X	
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell		X		

<b>WEIGHT and FORCE DEMANDS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds				X
Up to 100 pounds			X	
More than 100 pounds		X		

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Compare			X	
Analyze				X
Communicate			X	
Copy		X		
Coordinate				X
Instruct		X		
Compute			X	

<b>MENTAL FUNCTIONS:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile				X
Negotiate		X		

<b>WORK ENVIRONMENT:</b>	<b>Amount of Time</b>			
	<b>None</b>	<b>Under 1/3</b>	<b>1/3 to 2/3</b>	<b>Over 2/3</b>
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles				X
Toxic or caustic chemicals			X	
Outdoor weather conditions				X
Extreme cold (non-weather)		X		
Extreme heat (non-weather)			X	
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration		X		

<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	