



Job Title: Cafeteria Maintenance Shop Lead

Department: Maintenance and Child Nutrition
Reports To: Director of Facilities, Maintenance Manager, Child Nutrition Director, and Maintenance Foreperson for Child Nutrition
Grade: MT-15
Number of Days: 12 Months
Security Access: None
Current Date: July 31, 2015
Overtime Status: Non-Exempt

Position Summary: The Maintenance Lead for the Cafeteria Shop is expected to provide prompt quality service to every school every day. Provide a variety of tasks necessary to maintain the district's maintenance shop for Child Nutrition equipment. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Must report day-to-day operations to shop foreperson, report and track material costs and maintain a daily time sheet. The Lead will assume responsibilities of the Maintenance Foreperson for the Cafeteria Shop in their absence and will assign tasks/ work orders to the employees and specify methods to coordinate the workflow to facilitate completion of all jobs.

The primary focus for the Maintenance Lead for the Cafeteria Shop is to assist with the supervision of the maintenance shop that focuses on the repair, replacement, and preventive maintenance of all child nutrition equipment with an emphasis on commercial grade commercial grade appliances. This will also include overseeing and training of electrical appliance technicians to ensure timely repairs on all equipment used in day to day operations in the kitchens and cafeterias for Tulsa Public Schools. In addition, the Lead will assist with the relocation and installation of commercial grade kitchen equipment as requested by the Child Nutrition department.

This job may include working with outside contractors and vendors for new installation and replacement of kitchen appliances and equipment. This will also include working with other maintenance shops for specialized project work as it pertains to the kitchens throughout the school district.

Minimum Qualifications:

Education:

- High School Diploma or equivalent
- Completion from an accredited trade school is preferred.

Experience:

- Must have a minimum of 5 years' experience in electrical field.
- Must have working knowledge commercial grade kitchen appliances.
- Must have working knowledge of small appliance repair.
- Previous experience working with Blodgett ovens, Crescor warmers, Hobart mixers & dish machines is a plus.
- Previous working knowledge of commercial kitchen operations preferred.
- Previous experience working with commercial kitchen appliances preferred.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Supervises and coordinates activities of workers engaged in the installation, testing and repair of electrical equipment, such as H.V. distribution panels, motors, generators, voltage regulators and power switches.
- Assign tasks to workers and specifies methods of coordinating workflow to facilitate completion of all jobs.
- Keep records of time and material for all jobs.

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

Specialized Knowledge, Licenses, etc:

- Must have and maintain a current Oklahoma driver's license with no restrictions that would preclude driving on the job.
- Must maintain a current and valid State Electrical Journeyman license. Electrical Contractors License preferred.
- Current and valid State Mechanical Journeyman licenses in refrigeration a plus.
- Must have a thorough understanding of city codes.
- Must be able to demonstrate the ability to plan, coordinate work schedules to complete job assignments without direct supervision.

Specific Training/Skills:

- Must be able to use Microsoft Office Suite.
- Ability to use CMMS software.
- Must enforce all MSDS requirements and city/state building codes.
- Ability to complete new installations and make repairs to commercial grade appliances.
- Must have a strong understanding of electrical schematics.
- Ability to read and understand blue prints.
- Capable of relating to management staff and other employees.
- Skilled in operating all types of equipment assigned to department including craft associated test equipment, such as volt and amp meters, underground wire locator, as well as proper use of conduit cutters and benders.
- Must be able to work a flexible schedule including evenings and weekends.

- Must have ability and willingness to learn and understand kitchen appliances such as steamers, mixers, warmers, tilt skillets, kettles, and ovens.

Customer Contacts (Internal and External):

- Internal: Director, Supervisors, Forepersons & Leads
- External: Site Principals/Administrators and Staff

Supervisory Responsibility:

- Assist with the supervision and coordination of activities of workers engaged in the installation, testing and repairs of electrical equipment, HVAC equipment, refrigeration equipment, and plumbing equipment.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

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