

## Position Description

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.*

<b>Job Title:</b>	<b>Assistant Building Manager – Nutrition Services</b>
<b>Pay Table:</b>	Support
<b>Pay Grade:</b>	8
<b>FLSA Status:</b>	Non-Exempt
<b>Job Code:</b>	698
<b>Reports to:</b>	Building Manager

### **JOB SUMMARY**

Under the general supervision of the Building Manager, the Assistant Building Manager supervises part-time custodians and assists in the cleaning, maintenance and monitoring of the Food Service facility, including equipment and grounds.

### **ESSENTIAL JOB FUNCTIONS**

- Cleans and maintains assigned areas of the Nutrition Services facility. Performs emergency cleaning as required (e.g., burst water pipes, food spills). Assists with assigned production equipment and facility cleaning, such as exhaust hoods and filters and kettle pit. Cleans restaurant daily.
- Assists with monitoring, adjusting and maintenance of facility equipment (e.g., changes filters, adds chemicals to boiler and cooling tower, checks equipment temperatures). Assists with minor repairs to bakery, packaging, cook/chill, restaurant, and other equipment.
- Supervises and assists with work scheduling of part-time custodians and drivers.
- Assumes responsibilities of building manager in manager's absence (e.g., building checks, monitoring of equipment operation, repairing or arranging for repair of equipment). May be required to access computerized temperature and other data to determine equipment requirements, in manager's absence.
- Maintains and assists with assembly and repair of facility fixtures and furnishings. Assists office personnel with transport of materials and equipment as required.
- Resets computers and restarts boiler and pumps when power failures occur.
- Assists with outside maintenance, including watering, mowing and edging the lawns, trimming shrubs, weeding, and cleaning up trash. Removes snow and ice from the grounds in the winter.
- Assists with inventories and with the receipt of supplies and equipment. Stocks inventory of spare production equipment parts and custodial supplies.
- Reports major maintenance problems to building manager and/or maintenance department. Assists maintenance workers that come to the facility.
- Secures building (locks doors and windows, turns off lights and electronic equipment). On call for after-hours emergencies. Contacts police and fire departments as required;

contacts security to arrange for security hours, etc. May be assigned to conduct weekend and holiday building checks.

- Assists cooks in production area when needed.
- Assists in training of new employees in chemical safety, MSDS sheets, and general cleaning and maintenance of the facility.
- Lifts heavy supplies for the food service personnel, stocks freezer shelves, and helps with inventory of frozen food and other food items.
- Receives shipments of supplies and delivers to offices or food production areas.
- May be assigned to change MAU and RTU filters (Nutrition Services).

### **MINIMUM REQUIREMENTS**

- District chemical safety training, asbestos training, and M.S.D.S. hazardous communications training required after hiring.
- One (1) year of experience related to the below tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- District custodial training program certification.
- Food handlers permit.

### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to read, write and perform basic mathematical calculations.
- Working knowledge of heating/air conditioning systems, plumbing, and engines. Ability to read and comprehend equipment manuals.
- Ability to understand and utilize specialized refrigeration, ice builder and computer refrigeration reports.
- Knowledge of cleaning and sanitation procedures, including basic knowledge of relevant health and safety codes and guidelines.
- Knowledge of chemicals (M.S.D.S. OREIN requirements).
- Ability to use small office equipment and computers.
- Ability to supervise employees using or repairing heavy machinery.
- Ability to manage grant funds and make budget recommendations.

### **PHYSICAL DEMANDS**

Very heavy work: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects. The work also requires the following physical abilities in order to perform the essential job functions: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity and walking.

### **WORKING CONDITIONS**

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities, and needs.

*The Davis School District has the right to revise this position description at any time.*