

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.

Job Title: Building Manager – Nutrition Services

Pay Table: Support

Pay Grade: 13

FLSA Status: TBD

Job Code: 699

Reports to: Director of Nutrition Services

JOB SUMMARY

Under the direction of the Director of Nutrition Services, the Building Manager services, maintains and repairs production and building equipment, and supervises and assists with the cleaning and general maintenance of the building and grounds.

ESSENTIAL JOB FUNCTIONS

- Prepares and updates preventive and predictive maintenance schedules for production and building equipment. Maintains equipment according to scheduled cycles (e.g., replaces filters, checks and adjusts belts, replaces worn parts, tests water, tests and adds chemicals in steam boiler, adds salt to water softener).
- Prepares and updates monthly equipment lubrication schedule. Lubricates all production and building equipment (e.g., Hobart mixer, ice builder, horizontal mixer, meat slicer, dough roller, can opener, salad bar, boiler room pumps, air compressors). Checks gear box oil levels. Inspects sealed bearings. Adds chemicals to ice builder and other equipment. Requires use of hazardous chemicals.
- Troubleshoots and repairs production and building equipment.
- Coordinates with and assists manufacturer service personnel and/or maintenance department personnel on repair of boiler and some other production and building equipment requiring specialized tools and training. Also coordinates repairs, installation and other equipment work with production managers.
- Maintains warranty information and operation and maintenance manuals for all equipment. Records warranty repairs. Processes warranty reimbursement requests.
- Maintains log of all equipment/building repairs and parts utilized.
- Maintains computer regulated cooler and freezer temperatures. Monitors, adjusts temperature, troubleshoots coolers and freezers.
- Cleans and adjusts equipment (e.g., steam cleans ovens, kettles, tumble chiller; cleans filters and strainers on cooling towers, exhaust hoods, tumble chillers).
- Develops, designs and modifies equipment and makes parts. Modifies equipment layout as required.
- Purchases production equipment, parts and supplies. Coordinates with vendors and prepares specifications for major equipment purchases, including delivery

- requirements. May assist with design of specialized equipment. Arranges for bids.
- Shops vendors, sets up new vendor accounts, reviews bids and monitors pricing. Ensures receipt of applicable discounts. Arranges for issuance of purchase orders.
 - Coordinates and assists with USDA, and other facility inspections. Assists fire and police officials with routine and emergency calls and inspections.
 - Conducts facility safety meetings and training. Prepares evacuation plan and assists with evacuation drills. Acts as chair of safety committee.
 - Schedules, supervises and assists with the cleaning and general maintenance of the facility. Ensures that sanitation and appearance standards are maintained.
 - Assigns duties to custodial employees. Trains the custodial staff in cleaning and maintenance procedures and in the safe use of hazardous materials. Evaluates job performance; disciplines and maintains related documentation for employees. Makes recommendations on employee hiring, termination, etc.
 - Assists with cleaning and maintenance of building. Supervises and assists with emergency cleaning.
 - Interviews and hires custodial staff and oversees their payroll (Maintains and signs time card. Monitors and manages custodial budget, ensuring that hours remain within budget.)
 - Receives, signs for, distributes or stores department and maintenance supplies and equipment. May assist with inventories of supplies and equipment. Obtains signatures for equipment leaving building and provides information to secretary for inventory record adjustment.
 - Prepares rooms and facilities for meetings and other activities (i.e., sets up and takes down chairs, brings in required equipment).
 - Provides training for facility personnel on MSDS and other risk management issues. Assures proper labeling of cleaning and other chemicals. Conducts risk management and other safety and health inspections. Prepares annual risk management report, monthly boiler reports, quarterly safety reports and yearly health report.
 - Has responsibility for the security of the building (locks and unlocks the building, performs weekend and holiday building checks, maintains the fire and burglar alarms). Coordinates with security concerning building security. On call 24 hours per day.
 - Supervises and assists with grounds maintenance.
 - Waters, fertilizes, mows and trims lawn, weeds and trees.
 - Programs, services and repairs the sprinkling systems.
 - Removes ice and snow.
 - Responsible for building in case of natural disaster (i.e. inspects building, shuts off valves and water). Supervises building when used as an emergency shelter. Assists in conducting emergency and fire drills.
 - Opens and secures facility. On call for 24 hour emergencies.
 - Occasionally completes some carpentry related or minor building repairs (e.g., replaces tile, repairs holes in sheet rock).
 - Completes touch up and repair painting.
 - Sharpens knives for schools.
 - Rebuilds can openers for facility and schools.
 - Assembles furniture and equipment. Installs tables, salad bars, shelves and other facility equipment.
 - Assists preparation personnel with lifting and, as time permits, with operation of equipment.

MINIMUM REQUIREMENTS

- Formal training or education in maintenance, operation and repair of production and building equipment preferred.
- Completion of district custodial training program required after hiring.
- Continuing education/training required after hiring, such as vender and manufacturer training courses.
- Completion of HACCP training desirable.
- One (1) year of progressively responsible experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Food Handlers Permit and District custodial training certification.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and understand equipment manuals, chemical mixing instructions, etc. Must perform basic mathematical calculations required in mixing of cleaning and other chemicals.
- Knowledge of building and production equipment operation, maintenance and repair required. Also requires general knowledge of heating, cooling, plumbing, carpentry, electrical and sound systems.
- Knowledge of cleaning and sanitation procedures.
- Training in M.S.D.S. requirements.
- Ability to read blueprints.
- Knowledge of relevant health and safety regulations. Must meet requirements of various regulatory agencies (e.g., USDA, State Health, Fire Department, OSHA).
- Ability to use small office equipment and computers.
- Ability to use or repair small, medium and heavy equipment and machinery.

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.