

**ST. TAMMANY PARISH SCHOOL BOARD**  
**Department of Human Resources**  
**Job Description**

**TITLE:** Food Services Maintenance Mechanic FSM01 (FLSA Status: Non-Exempt)

**MINIMUM QUALIFICATIONS:**

1. U. S. Citizen or authorized alien
2. High School Diploma or its equivalent
3. Satisfactory completion of two-hour asbestos awareness training course within sixty days of employment
4. Shall take random alcohol and drug abuse testing if your job responsibilities involve driving a parish vehicle that requires a commercial driver's license
5. Have the ability to understand and carry out oral and written instructions
6. Attention and care required to prevent injury to others when performing maintenance work.
7. Some experience preferred but not required
8. Possesses valid Louisiana Driver's License

**REPORTS TO:** Food Services Maintenance Foreman

**JOB GOAL:** To maintain present, and add enhancements to, cafeteria equipment and facilities to provide a pleasant and safe environment for the well-being of students, employees and others to promote a positive learning environment for students.

**JOB SUMMARY:** Routine and unskilled work involving responsibility to perform assignments promptly and efficiently as directed. Work involves both light and heavy physical labor in a wide variety of activities. Performs very routine tasks requiring minimal knowledge of craft operations. Assists semiskilled or skilled workers in work assigned in detail by an immediate supervisor. Work will be closely monitored, supervised, and inspected. The type of work in this classification would normally be of a non-technical nature such as loading, unloading, cleaning, painting, nailing, patching, digging, and otherwise assisting other workers.

**ESSENTIAL JOB FUNCTIONS:**

1. Assists in the loading and unloading of supplies and equipment at the warehouse or at school sites.
2. Performs duties to assist semiskilled or skilled workers in the performance of their duties.
3. Performs housekeeping duties at the warehouse or at school sites such as: sweeping floors, removing accumulated debris, and stacking supplies in an orderly and safe manner pending delivery.
4. Occasionally operates a van, pickup, stake or panel truck to deliver materials, supplies, and equipment.
5. Keeps up with, and maintains, all School Board owned tools and equipment assigned to, or used by, him/her.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

1. May do related duties as assigned by appropriate authority.
2. Shall perform any type of assigned task.

**PHYSICAL DEMANDS:**

1. Must be in good health and possess the physical skill and stamina to perform job responsibilities.
2. Good physical condition and sufficient strength to do heavy lifting, digging, carrying, stooping, standing, bending, pulling, and reaching up and down.

**ENVIRONMENTAL CONDITIONS:** The Food Services Maintenance Worker performs his duties both inside and outside. The worker can be exposed to temperature variations of hot and cold. Surfaces can be wet, slippery, and a variety of inclines.

**TERMS OF EMPLOYMENT:** Twelve months per year, salary in accordance with current salary schedule.

**ACCOUNTABILITY:** Performance of this job will be evaluated in accordance with provisions of the Board's policy for Evaluation of Support Services Personnel.

**The Superintendent reserves the right to review, revise, update or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.**

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed and Agreed to by: \_\_\_\_\_  
(Employee)

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee Name (Please Print)

\_\_\_\_\_  
Employee Identification Number