

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

TITLE: Food Services Maintenance Foreman (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. US Citizen or authorized alien.
2. High school graduate or equivalent.
3. Eight (8) years practical experience in a broad field of building maintenance and commercial food service equipment maintenance and repair of which at least three (3) years were spent in supervisory capacity.
4. Possesses valid EPA Certification.
5. Possesses valid Louisiana Chauffeur's License.

REPORTS TO: Director of Food Services

SUPERVISES: Food Services Maintenance Personnel

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 positive learning environment for students.

JOB SUMMARY: Supervisory position coordinating the activities of food services maintenance workers in performing specialized maintenance and repair of commercial food service equipment and facilities.

ESSENTIAL JOB FUNCTIONS:

1. Leads and directs Food Services Maintenance staff to maintain and enhance school cafeterias.
2. Assists in the inspection of school cafeteria equipment and facilities with recommendations for repairs, upkeep, and replacement.
3. Procures materials, supplies, and repairs equipment, as necessary.
4. Administers, monitors, and adjusts parish wide temperature monitoring system for all walk-in freezers and refrigerators.
5. Works closely with the Director of Food Services and Food Services Special Programs Accountant on annual budget related to Food Services Maintenance.
6. Assists in the procurement process of goods and services related to Food Services Maintenance.
7. Supervises field operations such as electrical, heating and air conditioning, plumbing, building, earth work, drainage, etc., providing technical assistance and direction as related to Food Services Maintenance.
8. Responsible all School Board owned tools, and equipment assigned to him/her or used by his/her crew.
9. Effectively recommends recruitment, retention, evaluation, discipline and termination of Food Services Maintenance employees.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Other related duties as assigned by appropriate authority.

PHYSICAL DEMANDS:

1. Must be in good health and possess the physical skills and stamina to perform his job responsibilities.
2. Ability to climb ladders or to position oneself in the inspection of building, grounds, and other structures and facilities.

ENVIRONMENTAL CONDITIONS:

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

TERMS OF EMPLOYMENT: Twelve (12) 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