

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

**TITLE:** Food Services Maintenance Mechanic FSM04 (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. Working knowledge of the principles and practices applied in the installation, maintenance, and repair of cafeteria equipment and facilities.
6. Ability to understand, and carry out, oral and written instruction
7. Knowledge of the principles and practices applied in the safe efficient use of tools, materials, and equipment employed in one or more trades/crafts
8. Working knowledge of occupational hazards and safety precautions of multiple trades/crafts
9. Two (2) years of maintenance or construction experience required
10. Possesses valid Louisiana Driver's License
11. Attention and care required to prevent injury to others when performing maintenance work
12. EPA Certification or willing to obtain EPA Certification

**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:** Semiskilled work in, on, or around cafeteria equipment and facilities to help keep them in a good state or repair. Assignments are received orally or in writing, and may be accompanied by rough sketches. Employee receives technical advice from more senior craftsmen who inspect and check the work.

**ESSENTIAL JOB SKILLS:**

1. Performs minor commercial equipment repairs.
2. Shut off and turns on utilities, connects appliances, hot air furnaces, water heaters, air-conditioning units, kitchen equipment, and radiators, cleans, oils and performs operating maintenance on small motors, fans, blowers, pumps and similar items.
3. Performs routine preventive maintenance to correct defects before cafeteria equipment breaks or deteriorates and assists in the replacement and installation of new cafeteria equipment.
4. Keeps up with, and maintains, all School Board owned tools and equipment assigned to, or used by, him/her.

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

**PHYSICAL DEMANDS:**

1. Must be in good health and possess the physical skill and stamina to perform job responsibilities.
2. Skilled in the use of tools, materials, and equipment with the ability to climb ladders, build and climb scaffolds and work from either.

**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