

Ontario–Montclair School District

CLASS SPECIFICATION **Food Production Equipment Maintenance Assistant** Range 37

GENERAL PURPOSE

Under general supervision, cleans and assists in performing minor maintenance on commercial refrigeration, cooking, food production and handling equipment, including cooking utensils and food carts; performs custodial work at the Central Production Kitchen, keeping assigned areas of the grounds and plant facilities clean, sanitary and safe; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class assist in the maintenance of central production kitchen equipment, in addition to performing a variety of custodial duties. Incumbents work independently in maintaining the cleanliness, appearance and safety of the Center.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Replaces brushes, filters, and belts, light bulbs and tubes, and make minor adjustments to equipment; tightens loose bolts, screws, nuts packing glands, strainers, etc; removes and replaces washers and gaskets; may adjust or operate food preparation cooking, cooling, packaging, wrapping, handling or transport equipment or devices.
2. Cleans ovens, cold storage walk-in units and food production equipment in accordance with established sanitary standards; washes a variety of food production and transport utensils and equipment using hand and mechanized methods which involve the use of strong cleaning compounds, specialized cleaning equipment and tools, and exposure to water at high temperatures.
3. Performs a wide variety of custodial duties; dusts and polishes furniture and woodwork; cleans walls, ceilings, and windows and floor drains; empties and cleans waste receptacles; refills dispensers; cleans, scrubs and disinfects restrooms; polishes metal work; cleans sinks, mirrors and other bathroom fixtures; restocks supplies; cleans loading dock; keeps Production Center free of litter and boxes; separates and prepares cardboard and other items for recycling; performs minor maintenance and non-technical repairs on buildings and grounds including replacing lights; reports other maintenance and repair needs.
4. Operates clothes washing/drying machines; removes, sorts and folds clean kitchen linens.
5. Operates a variety of custodial equipment including floor stripper, buffer, carpet shampooer, vacuum cleaner, power blower, and small power and hand tools.
6. Keeps basic and routine records; completes routine reports of work, time and materials.
7. Operate and maintain high pressure steam boilers and steam systems; test water for balance and corrosive effects; check insulation on pipes and lines and maintain safety valves.

8. Operate/maintain the condition of the DE aerating feed tank and spray nozzles
9. Operate and maintain ice builders; check condition of water and piping of the system.
10. Operate and maintain daily commercial hot water heaters and heat exchangers for reliability and malfunctions.
11. Perform occasional minor repair to kitchen appliances and equipment such as gas and electric ovens, large garbage disposals and dishwashers, pumps and kettles.
12. Read meters, gauges, or automatic devices at specified intervals to verify operations and conditions; record data such as temperatures, hours of operation, pressure, and water test analysis.
13. Operate and maintain refrigerated air drier and coalesce filters.
14. Operate and maintain motors and generators.
15. Tighten fittings, repack or replace bearings, gaskets, valves and gauges using hand and power tools.
16. Maintain boiler rooms in a clean, safe and sanitary condition.
17. Operate a District vehicle.
18. Maintain and record operation and maintenance actions taken in a log book.

OTHER DUTIES

1. Reads and records readings of utility meters.
2. Takes and/or participates in routine inventories.
3. Participates in District safety meetings.
4. May operate district vehicles to transport materials or supplies.
5. Assists other trades personnel as assigned.
6. Schedules and coordinates activities with other personnel and school site administrators.
7. Requisitions necessary tools, equipment and supplies.
8. Ensures the timely and accurate completion of preventative maintenance activities.
9. Maintains records related to work performed.
10. Operates light- and medium- and heavy-duty equipment.
11. Makes oral and written reports on work performed.
12. Operates a vehicle to travel to various district sites and ensures proper maintenance of district vehicles.
13. At times may be required to lead and guide the work of assigned staff.

Knowledge of:

1. Modern cleaning methods including basic methods of cleaning, preserving and maintaining food processing and preparation equipment and fixtures.

2. Cleaning materials, disinfectants and equipment used in custodial work specifically required for the Production Center.
3. Safety practices and work methods pertaining to the food preparation and processing work.
4. Personal hygiene related to food handling.
5. Department standard for product quality, safety and sanitation.
6. Water testing and treatment.

Ability to:

1. Learn to use specialty cleaning equipment and tools with skill and efficiency, such as high pressure floor washer, floor scrubber, walk-in pot washer, proportioners, commercial washer/dryer, etc.
2. Learn requirements of maintaining Production Center in a safe, clean and orderly condition.
3. Tolerate exposure to strong cleaning materials, working in wet conditions, and wide ranges of temperature and humidity.
4. Learn the schedules, procedures and use of custodial tools and supplies.
5. Use common cleaning equipment and materials in a safe and efficient manner.
6. Operate a variety of custodial equipment including floor stripper, buffer, carpet shampooer, vacuum cleaner, power blower, and small power and hand tools.
7. Perform minor repairs as assigned.
8. Observe and report needed maintenance and repair.
9. Make estimates, determine priorities, meet schedules and time lines.
10. Understand and follow oral and written directions.
11. Read, write and comprehend English at the level required for successful performance of assigned duties.
12. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.
13. Maintains job punctuality and regular attendance.
14. Maintain routine records.
15. Read charts, gauges and instruments on machinery and equipment.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and any combination of sufficient training and experience to demonstrate the knowledge, required skills, and abilities listed above.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

Attend boiler training and maintenance class and pass basic boiler operations examination with six (6) months of employment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds, with assistance. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use simple arithmetic reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District management, staff and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee frequently works in extreme outside weather conditions, extreme cold, heat and humidity indoors, near moving mechanical parts, and on slippery and uneven surfaces. The employee is frequently exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level in the work environment is frequently loud.

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