Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Child Nutrition Appliance Master**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Child Nutrition**	Pay Range:	**CN40H**
Prepared/Revised Date:	**December 5, 2025**	Job Code:	**62311**

SUMMARY: Responsible for all aspects of installing, maintaining, and repairing food service and equipment throughout the district. Install, repair, maintain, and complete preventative maintenance on all common commercial kitchen equipment and systems per manufacturer and state requirements. Manage project workflow, follow SOP's, maintain accurate records, maintain budget parameters, seek process improvements, provide kitchen staff training, and work positively with other district trades and contractors as required. Support all kitchen, Child Nutrition office, and warehouse staff in other projects and tasks assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Diagnose, maintain, and repair commercial refrigeration systems and related appliances. Assemble, move, and repair kitchen and department items, i.e., carts, racks, and other various products. Maintain equipment, supplies, work areas, and maintenance vehicle in a clean, neat, and safe condition. Attend equipment training when requested by director or designee.
2. Perform, schedule, manage, and coordinate corrective maintenance. Diagnose problems and/or failures in equipment. Identify and correct safety hazards. Collaborate with director or designee on specific procedures and recordkeeping for food services equipment, complete work orders promptly, and maintain daily work log.
3. Coordinate, implement and execute a preventative maintenance program for all department equipment; maintain and audit work order system for equipment repairs to include parts and labor. Schedule, manage, coordinate and inspect work done by contractors working within the district. Implement start up and shut down schedules for summer break.
4. Maintain accurate records of project activities. Maintain records of all expenses. Work with vendors to ensure quality service, competitive pricing, and timely completion of work. Support and execute manufacturer warranties. Complete state-required inspections and communicate repair status to department supervisors and director.
5. Keep department supervisors, kitchen staff, and director updated regarding procedures and/or status of work orders and assigned tasks. Take appropriate action and comply with all district, department, health and safety regulations.
6. Ensure the availability of necessary preapproved equipment and supply materials, maintain preapproved product stock, and update inventory of replacement parts daily.

7. Coordinate with the Child Nutrition Director in budgeting and expenditure planning for the Child Nutrition department. Research pricing on materials and equipment replacement costs as needed. Provide support on bid specifications and district contracts as needed.
8. Train kitchen staff in the proper use and maintenance of kitchen equipment as well as adhering to all safety procedures. Create and update SOPs for department equipment.
9. Ability to be on-call 24 hours a day for after-hour freezer and cooler emergencies. Respond as essential personnel in case of an emergency, weather, or environmental event, and/or school/facility/district closure.
10. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D
- Experience in commercial appliance and refrigeration maintenance and installation preferred, but not required
- EPA 608 Refrigerant Certified or willing to get certified within 6 months of hire
- Experience in HVAC and refrigeration (supermarket, residential, and commercial)
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license
- Must meet District driver insurability requirements
- CFESA (Commercial Food Equipment Service Association) certification preferred

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong mechanical skills and knowledge of electrical systems
- Understand the refrigeration cycle and thermodynamics
- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Positive customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability and willingness to carry a cell phone and be on call and/or respond to district calls 24/7
- Knowledge of refrigeration, plumbing, and other commercial kitchen equipment including coolers, freezers, ovens and steamers, ice machines, compressors, evaporators, and electrical controls

- Ability to read wiring diagrams and apply an understanding of Ohm's Law
- Ability to climb ladders and work on building roofs
- Ability to comply with all applicable regulations including but not limited to EPA, Colorado Department of Public Health, and Larimer County Health Department
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, fax machine, E-mail, etc.
- Additional system knowledge may be required depending on district and department needs

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Director Child Nutrition	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand				X
Walk				X
Sit			X	
Use hands to finger, handle or feed				X

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Reach with hands and arms				X
Climb or balance			X	
Stoop, kneel, crouch, or crawl				X
Talk				X
Hear				X
Taste		X		
Smell			X	

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds				X
Up to 50 pounds			X	
Up to 100 pounds		X		
More than 100 pounds		X		

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy			X	
Coordinate				X
Instruct				X
Compute			X	
Synthesize				X
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)				X
Work near moving mechanical parts				X
Work in high, precarious places			X	
Fumes or airborne particles			X	
Toxic or caustic chemicals		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Outdoor weather conditions			X	
Extreme cold (non-weather)				X
Extreme heat (non-weather)			X	
Risk of electrical shock				X
Work with explosives	X			
Risk of radiation		X		
Vibration		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	
Loud	X
Very Loud	