



**Job Title:** Cafeteria Maintenance Shop Apprentice

**Department:** Maintenance and Child Nutrition

**Reports To:** Director of Facilities, Maintenance Manager, Child Nutrition Director, and Cafeteria Shop Foreperson

**Grade:** MT-09

**Number of Days:** 12 Months

**Security Access:** None

**Current Date:** July 31, 2015

**Overtime Status:** Non-Exempt

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**Position Summary:** The Apprentice for the Cafeteria Shop is expected to provide prompt quality service to every school every day. Provide a variety of tasks necessary to maintain the district's maintenance shop for Child Nutrition equipment. Must be willing to work outside in all types of weather conditions and follow all safety requirements. Must report day-to-day operations to shop foreperson and/or lead-person, report and track material costs and maintain a daily time sheet.

The primary focus for the Cafeteria Shop Apprentice for the Cafeteria Shop is to assist with the repair, replacement, and preventive maintenance of all child nutrition commercial grade equipment. This includes refrigerators and freezers (with an emphasis on refrigerators and freezers up to 20 tons) as well as commercial grade appliances in the kitchens and cafeterias for Tulsa Public Schools. In addition, this position will require various other tasks assigned to the Cafeteria Shop ranging from general maintenance such as painting, woodwork, moving and relocation of various types of equipment, and other miscellaneous tasks that may be assigned from time to time in order to support the needs of the Child Nutrition department.

This position will require physical labor to include, but not limited to, the installation, removal, and relocation of various kitchen equipment; such as washers, dryers, mixers, kettles, tilt skillets, ovens, and steamers. This job may include working with outside contractors and vendors for new installation and replacement of kitchen appliances and equipment. This will also include working with other Maintenance shops for specialized project work as it pertains to the kitchens throughout the school district.

### **Minimum Qualifications:**

#### **Education:**

- High School Diploma or equivalent.
- Completion from an accredited trade school is preferred.

**Experience:**

- No experience is required.
- An apprentice license is not required to apply for this apprentice position.

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Assist with the installation, testing, and repair of commercial grade refrigerators and freezers to ensure safe operations.
- Assist with the installation, testing, and repair of appliances, such as ovens, steamers, warmers, and similar commercial grade equipment to ensure safe operations.
- Employee must be able to learn various maintenance tasks.
- Keep records of time and material for all jobs.
- Various other tasks as assigned by the Foreman, Lead, and/or Craftsperson as needed.

This position is an entry level position. Upon selection to this position, the Apprentice must obtain and Apprentice License in at least one of the license trades within 90 days. This would include electrical, plumbing, HVAC, refrigeration, sheet metal, natural gas piping, etc.

This position comes with an opportunity and expectation the Apprentice will actively learn at least one trade skill in preparation for a Craftsperson position in either Electrical, Refrigeration, Plumbing or other Mechanical endorsements such as AC, HE, SM, UGP, NGP, PP, etc.

The Apprentice is expected to actively learn and prepare for a Journeyman's License when eligible. Once a Journeyman's License is obtained, the employee may apply for a Craftsperson position in said field.

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Must have and maintain a current Oklahoma driver's license with no restrictions that would preclude driving on the job.
- Must be able to work a flexible schedule including evenings and weekends.
- Must have ability and willingness to learn and understand kitchen appliances such as steamers, mixers, warmers, tilt skillets, kettles, and ovens.
- Must be able to use Microsoft Office Suite.
- Ability to use CMMS software.

**Customer Contacts (Internal and External):**

- Internal: Director, Supervisors & Forepersons
- External: Site Principals/Administrators and Staff

**Supervisory Responsibility:**

- Does not directly supervise any individuals.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.