



Job Title: Cafeteria Maintenance Shop Craftsperson

Department: Maintenance and Child Nutrition
Reports To: Director of Facilities, Maintenance Manager, Child Nutrition Director, and Cafeteria Shop Foreperson
Grade: MT-14
Number of Days: 12 Months
Security Access: None
Current Date: July 31, 2015
Overtime Status: Non-Exempt

Position Summary: The Craftsperson 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 Craftsperson for the Cafeteria Shop is to focus on 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:

- A minimum of 3 years' experience working with commercial/industrial grade refrigerators and freezers is preferred.
- Working knowledge of up to 20 Ton refrigeration units preferred but not required.
- Knowledge of 5 to 25 ton direct expansion units is a plus.
- Knowledge of large sub-zero commercial grade walk-in freezer storage units is a plus.
- Working knowledge commercial grade kitchen appliances preferred but not required.
- Working knowledge of small appliance repair preferred but not required.
- Previous experience working with Blodgett ovens, Crescor warmers, Hobart mixers & dish machines is a plus.
- Previous working knowledge of commercial kitchen operations preferred.
- Previous experience working with commercial kitchen appliances preferred.

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.

- Installation, testing, and repair of commercial grade refrigerators and freezers to ensure safe operations.
- 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 perform preventative maintenance as scheduled.
- Coordinate with other shops as needed.
- Keep records of time and material for all jobs.
- Various other tasks as assigned by the Foreman and/or Lead and as needed.

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.
- A current and valid State Mechanical License specializing in refrigeration is preferred, but not required. Unlimited Mechanical License endorsement in AC, HE, SM, UGP, NGP, PP is a plus.
- EPA certification for removal and disposal of refrigerants, Universal EPA certification preferred but not required.
- Must have a thorough understanding of city codes and EPA regulations.
- Must be able to use Microsoft Office Suite.
- Ability to use CMMS software.
- Must enforce all MSDS requirements and city/state building codes.
- Ability to complete new installations and make repairs to refrigeration equipment preferred but not required.
- Ability to work on HVAC equipment is a plus.
- Basic understanding of electrical schematics.
- Ability to read and understand blue prints.
- 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.

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.