



Job Title: Repair Expediter **Exemption Status/Test:** Non-Exempt
Reports to: Assistant Director of Equipment/Warehouse Operations **Date Revised:** March 20, 2017

Dept. /School: Student Nutrition Services

Primary Purpose:

Expedite work orders and respond to general Student Nutrition Services kitchen emergencies; work in Food Service warehouse as needed.

Qualifications:

Education/Certification:

High School diploma or GED
Clear and valid Texas driver's license
Current Food Handlers certification

Experience:

Three (3) years in a multi-unit operation preferred

Special Knowledge/Skills:

Possess general knowledge of Food Services commercial cooking equipment
Ability to operate computer and software
Ability to perform mathematical calculations
Ability to diagnose and resolve job related problems
Effective organizational, communication, and interpersonal skills

Major Responsibilities and Duties:

Receiving/Delivery

1. Display professionalism in dealing with managers and staff; or any teachers, students and/or parents that may be present.
2. Approaches problem solving tactfully with directness and integrity.
3. Exert a positive influence and work in harmony with associates.
4. Displays self-control and tact.
5. Is punctual and displays acceptable attendance.
6. Maintain professional appearance.

Inventory

7. Keeps accurate records of Service Requests.
8. Receives and completes assigned work orders in a timely manner.
9. Inspects jobs upon completion and ensures areas are clean.
10. Maintains inventory of district-owned tools and parts stock.
11. Responds to emergency calls as needed.
12. Builds furniture as requested throughout the district.

13. Follows established safety procedures and techniques to perform job duties including lifting and climbing.
14. Ensures all Kitchen Health Inspections are done and records are kept accordingly.

Safety

15. Follows established safety procedures and techniques to perform job duties including lifting and climbing.
16. Ensures all Kitchen Health Inspections are done and records are kept accordingly.
17. Operates all safety and fire prevention equipment within the kitchens and office as prescribed by local code and/or school policy.
18. Corrects unsafe conditions in work area and promptly reports any conditions that are immediately correctable to supervisor.

Other

19. Other tasks as directed.

Supervisory Responsibilities

May be asked to assist in training new staff if applicable.

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment including personal computer and peripherals; forklift or hydraulic lifting equipment; hand truck, dolly, and pallet jack; small hand tools; light truck or van

Posture: Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; frequent walking, climbing ladders and scaffolding; grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

Lifting: Heavy lifting and carrying (45 pounds and over) on a daily basis

Environment: Work outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, and vibration; work around moving objects or vehicles; may work alone; occasional prolonged or irregular hours

Mental Demands: Maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.