

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Equipment and Facilities Dining Services

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma. Associate's Degree preferred.
- Two (2) years' experience in restaurant management.
- Experience with the procurement and inventory management of restaurant equipment.
- Valid Florida driver's license and use of personal automobile required.
- ServSafe certification or receive certification within six (6) months of hire.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of restaurant operations and ability to translate operational needs into specifications for restaurant equipment.
- Knowledge of maintenance on commercial restaurant heating and refrigeration equipment.
- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders.
- Knowledge of laws, regulations, and policies concerning USDA Child Nutrition Programs.
- Knowledge of food safety and sanitation best practices, laws, regulations, and code.
- Knowledge of computer applications as related to job functions.

SUPERVISION

REPORTS TO Project Coordinator, Dining Services
SUPERVISES No supervisory duties

POSITION GOAL

To provide an exceptional dining experience for guests through the support of campus restaurants' equipment and facility needs.

PERFORMANCE RESPONSIBILITIES

1. *Process, coordinate, and monitor work orders for Dining Services equipment and facility related requests.
2. *Coordinate restaurant equipment preventive maintenance and repairs with appropriate district departments and vendors.
3. *Review invoices for accuracy and completion of work before authorizing payment.
4. *Serve as Dining Services liaison for property records inventory management.
5. *Assist in developing and maintaining plans for the acquisition, installation, inventory, preventive maintenance, transfer, and replacement of all restaurant equipment.
6. *Assist in developing and maintaining restaurant equipment specifications.
7. *Assist in the procurement, scheduling of delivery, installation, and staff training of restaurant equipment and small wares.
8. *Coordinate the moving of equipment, food, and supplies in the preparation of campus restaurant renovations.
9. *Monitor electronic temperature control system for coolers, freezers, and storerooms to ensure food quality and safety.
10. *Serve on the district-wide emergency management team.
11. Perform other duties as assigned by the Project Coordinator, Dining Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Standard office equipment, computer, and commercial restaurant equipment.

PHYSICAL REQUIREMENTS

Medium Work Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Crawling Moving about on hands and knees or hands and feet.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 50 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 50 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 50 pounds of force.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors & Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.
Cold The worker is subject to extreme cold. Temperatures are below 32 degrees for periods of more than one hour.

TERMS OF EMPLOYMENT

<p>PAY GRADE C-C \$33,007 - \$58,617 District Salary Schedule Months 12 Annual Days 258 Weekly Hours 37.5 Annual Hours 1935</p>	<p>POSITION CODES PeopleSoft Position 00000072 Personnel Category 16 EEO-5 Line 51 Function 7600 Job Code 1952 Survey Code 76099</p>	<p>FLSA <input checked="" type="checkbox"/> Applicable <input type="checkbox"/> Not applicable Previous Approval Dates ADA Information Provided by Dining Services Position Description Prepared by Chad Wilsky</p>	<p>BOARD APPROVED October 30, 2018 March 9, 2010 April 9, 2002 February 22, 2000</p>
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