

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: NUTRITION SERVICES UTILITY WORKER (Range 24)

BASIC FUNCTION:

Under the direction of an assigned Supervisor, perform a variety of tasks in the Central Kitchen and school site cafeterias as assigned; maintain the equipment in a clean and sanitary condition; clean ovens, refrigerators, freezers and other food production equipment; oversee the maintenance, repair and upkeep of the Cook/Chill equipment and barbeque grills.

REPRESENTATIVE DUTIES:

Train and coordinate personnel in the proper and safe use of food service equipment, maintenance, repair and performance of duties. *E*

Start up, operate and shut down both low and high-pressure steam boiler systems; report any conditions necessitating repair for proper functioning. *E*

Check operation of new equipment prior to delivery and ensure tools and equipment are properly used and cared for. *E*

Examine work site for needed repairs and maintenance, report broken equipment, and needed repairs to supervisor. *E*

Maintain appropriate records and documentation, as needed, related to job functions. *E*

Determine necessary equipment, materials and supplies needed; provide information to supervisor and prepare requisition as needed. *E*

Clean ovens, walk-in units and food production equipment in accordance with departmental sanitation standards. *E*

Assist in loading trucks and in placing items in warehouse.

Drive departmental vehicles to transport them to and from automotive repair facilities. *E*

Complete routine reports of work, time and materials; maintain records of material, time and history of equipment service and repair. *E*

Replace or clean brushes, filters and belts and make minor adjustments to equipment operated. *E*

Assist Central Kitchen personnel; lift, move, push and carry heavy items as assigned.

Assist skilled maintenance personnel by performing routine manual tasks related to a repair as assigned.

May assist with repair, maintenance, and upkeep of food service equipment; may perform non-technical repair to equipment.

May advise on projects performed by outside contractors.

Assist in other areas during periods of reduced production volume as needed.

Travel to school site kitchens to perform heavy cleaning tasks as assigned. *E*

Assist custodial staff as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Hazard Analysis Critical Control Points (HACCP).

Care and use of kitchen utensils and equipment.

Safe procedures for startup operation and shut down of steam boiler.

Safe working methods, practices and procedures.

Laws applicable to steam boiler requirements.

Correct English usage, spelling, grammar and punctuation.

Office machines and equipment including the use of a computer.

Methods and cleaning materials used in specialized food production and distribution facilities, equipment and utensils cleaning.

ABILITY TO:

Use specialized cleaning equipment and tools with skill and efficiency.

Follow and observe District safety, sanitation and cleanliness standards of the department.

Understand and follow oral and written instructions.

Prepare and maintain accurate reports and records.

Meet schedules and timelines

Plan and organize work

Work independently with minimal direction or supervision,

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain effective working relationships with others.

Exhibit strong customer service skills.

Communicate effectively and professionally as required.

EDUCATION AND EXPERIENCE:

High School diploma or equivalent and two (2) years of experience in maintaining commercial kitchen equipment and/or food production equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Valid Food Handler's Card

Valid Steam Boiler certification within sixty (60) days of employment.

WORKING CONDITIONS:***ENVIRONMENT:***

Driving a vehicle to conduct work.

Indoor, outdoor, Nutrition Center, and school site environments.

Exposure to extreme cold and heat, humidity, odors and moisture.

Noise levels are usually high.

Exposure to hazards.

PHYSICAL ABILITIES:

Heavy physical labor.

Carrying, pushing, pulling or moving various heavy objects.

Significant lifting up to 50 pounds.

Dexterity of hands, wrists and fingers to grasp and manipulate manual and power driven tools and equipment.

Seeing to perform warehouse duties.