

FOOD SERVICE EQUIPMENT SPECIALIST

DEFINITION

Plans, organizes, coordinates, and reviews food service equipment projects and programs.

TYPICAL DUTIES

Develops plans and layouts in coordination with other organizational units regarding equipment needs and for installation of equipment in District cafeterias and food service facilities.

Establishes schedules and work priorities for the purchase, delivery, and installation of equipment.

Develops and coordinates plans for the procurement of food service equipment and maintains up-to-date information on trends and innovations in food service equipment.

Determines food service equipment needs; directs the development of standard lists of equipment and supplies; develops research programs and specifications for food service equipment; and recommends supply and equipment items and quantities to be stocked, purchased, or discontinued.

Reviews architects' plans to assure that the plans allow for the placement and installation of equipment in accordance with standard practices and applicable regulations.

Confers and works with personnel of the Food Services Branch, Maintenance and Operations Branch, and school administrations to determine what improvements can be made to existing food service facilities.

Plans and conducts special studies regarding changes in procedures, specifications, and reporting systems; and conducts tests of materials and equipment.

Coordinates the economical and expeditious repair of equipment and rehabilitation of usable food service equipment with maintenance personnel.

Analyzes maintenance records and reports in order to select the most efficient and economical equipment and to replace equipment when maintenance costs are excessive.

Develops and reviews the alteration and improvement work orders charged to the Cafeteria Fund and prepares the requisitions for purchase of equipment.

Inspects and evaluates food facilities for compliance with The California Uniform Retail Food Facility Law.

Coordinates the maintenance of computerized inventory of all equipment items in school and adult cafeterias.

Directs the pickup, delivery, and installation of food service equipment.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Food Service Equipment Specialist plans and coordinates food service equipment selections, acquisitions, replacements, and repairs; coordinates such activities with other branches and sites; and maintains equipment and inventory records.

A Deputy Branch Director assists in the administration of a branch; participates in planning, organizing, and reviewing branch functions; acts for the Branch Director as required; and may be responsible for particularly complex or sensitive projects or continuing programs of the branch.

A School Cafeteria Manager is responsible to a site administrator and to an Area Food Services Supervisor for the supervision of a cafeteria operation and for preparing and serving food in a variety of feeding programs, such as breakfast, lunch, and bag meals for other locations without cafeterias.

SUPERVISION

General supervision is received from a Deputy Branch Director. Supervision is exercised over clerical personnel.

CLASS QUALIFICATIONS

Knowledge of:

- Procedures and operations of the Business Services Division and the Maintenance and Operations Branch related to the selection, purchase, delivery, installation, and maintenance of food service equipment
- Various types, makes, sources of, and trends and innovations in food service equipment
- Safety and energy conservation factors affecting the selection and layout of equipment
- District purchasing and budgetary procedures and regulations
- Standard sanitation and safety practices, the California Uniform Retail Food Facility Law and other health code regulations, and fire department regulations applicable to the installation and maintenance of equipment in food service facilities
- Terminology and symbols used in the preparation of building plans as related to the installation of equipment

Ability to:

- Plan, organize, develop, and coordinate long-range plans
- Analyze factors pertaining to use, costs, safety, and operational efficiency of food service equipment
- Work effectively with a wide variety of personnel
- Evaluate trends and innovations in food service equipment
- Maintain expenditure controls
- Read blueprints
- Prepare clear written materials
- Operate an office computer

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university with a bachelor's degree, preferably with a major in engineering, hotel and restaurant management, environmental management, or public health. Additional experience beyond that required may be substituted for up to two years of the required education on a year-for-year basis.

Experience:

Three years of experience in planning, layout, design, and equipping of commercial or institutional food service facilities.

Special:

A valid California Driver License.
Use of an automobile.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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