



## PERSONNEL COMMISSION

Class Code: 5228  
Salary Range: 42 (M2)

### NUTRITION SERVICES FACILITIES & EQUIPMENT MANAGER

#### JOB SUMMARY

Under direction, plan, organize and coordinate the new construction and renovation projects of school kitchen cafeteria facilities and the Nutrition Center; review the design and supervise the installation of commercial food production equipment; plan, organize and supervise the maintenance and repair of commercial food production equipment; perform related duties as assigned.

#### EXAMPLES OF DUTIES

*The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.*

- Plan, direct, schedule, assign, and evaluate the work of assigned personnel involved in the installation, repair and maintenance of commercial food production, handling, storage and packaging equipment. **E**
- Prepare specifications and consult with vendors regarding the design, development and installation of commercial food production equipment; meet with manufactures' representatives to evaluate commercial food production equipment; analyze proposals and bids and recommend awards. **E**
- Plan, organize and manage the preventative maintenance and repair program of food service commercial food production equipment at the central kitchen and school kitchen cafeterias; supervise the work performed by skilled nutrition service maintenance personnel or contracted services for special equipment. **E**
- Coordinate activities with other Business Service Departments to ensure that services requested and provided meet applicable codes and the specifications of the Nutrition Services Branch. **E**
- Prepare planned survey reports related to food service equipment replacement; recommend alterations at school kitchen cafeterias or the Nutrition Center and establish priorities for accomplishment; develop and recommend budgets for inclusion in departmental budget. **E**
- Review existing plans and specifications, evaluate existing systems and equipment, infra structure and support systems, and outline a scope of work for the development of new or renovation construction projects. **E**
- Determine operational needs for new and existing kitchen cafeteria facilities and consult with District Nutrition Services, Facility Planning, and Maintenance personnel on the renovation of existing and new construction of food service kitchen facilities. **E**

- Prepare Request for Proposals (RFP's) and Request for Qualifications (RFQ); assist in the selection process of architects, engineers, consultants and contractors. *E*
- Prepare plans that schedule and track the progress of project activities, identify problems that impede or cause delays and recommend remedial action; monitor the timely completion of the project; prepare summary reports and cost status. *E*
- Review project specifications for constructability and coordinate the support activities and services for successful, timely completion of a project; coordinate project construction work with contractors, architects, consultants and District Nutrition Services, Facility Planning and Maintenance personnel; evaluate and approve change orders in light of project costs and schedules. *E*
- Monitor the timely completion of design documents, prepare summary reports of the design process, schedule and cost status. *E*
- Conduct or supervise inspections of food service kitchen facility construction or renovation work in progress to ensure compliance with plans, specifications, contract provisions and building, health and safety codes and regulations. *E*
- Communicate with a variety of regulatory agencies such as the California Air Resources Board, Los Angeles County Sanitation District and Long Beach and Los Angeles County health departments to assure compliance with applicable regulations; generate and submit required reports. *E*
- Coordinate food service kitchen cafeteria project closeouts on as-built drawings, requirements stated in District manuals, punch list, training and warranty stipulations. *E*
- Work with District Budget and Accounting personnel to identify funding sources and to ensure that accounts follow funding source regulations and requirements. *E*
- Prepare a variety of reports such as preventive maintenance, construction proposals, cost estimates, project status, change orders, etc.; direct the maintenance of project records and files and maintenance and repair activities. *E*
- Operate office equipment such as a computer and assigned software. *E*
- May respond to emergency calls. *E*
- Operate a District vehicle. *E*

*Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.*

### **DISTINGUISHING CHARACTERISTICS**

A Nutrition Services Facilities & Equipment Manager plans and coordinates the construction and renovation projects for the District's central kitchen and school site kitchen cafeteria facilities. In this role the Nutrition Services Facilities & Equipment Manager works with District Maintenance, and Facilities Planning and Construction personnel as well as architects, engineers and consultants. An incumbent has principal responsibility in the design and installation of nutrition services equipment at District sites. An incumbent also has major responsibility for ongoing maintenance and repair of commercial food production equipment performed by skilled nutrition service maintenance personnel working from the Nutrition Center and servicing all District nutrition service kitchen facility

**EMPLOYMENT STANDARDS**

**Knowledge of:**

Principles, practices, tools, equipment, and materials used in accomplishing building maintenance, construction and repair work.  
Principles of management and supervision.  
Planning and organization of construction and maintenance projects.  
Appropriate safety precautions and procedures.  
Applicable city, county, State, and Federal building codes and regulations.  
General budget development and control procedures.  
Job cost estimating and control procedures.  
Collective bargaining agreements.  
Basic principles of public contract law and purchasing.  
Operation of a computer and assigned software.  
Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Writing skills to prepare clear and concise specifications and reports.

**Ability to:**

Plan, assign, and supervise the work of others.  
Make recommendations regarding the design of equipment for new school kitchen cafeteria facilities and renovation of the central kitchen and school kitchen facilities.  
Review equipment, material and labor costs.  
Review, analyze and interpret statistical data.  
Prepare clear, concise reports and make recommendations.  
Read, interpret, and modify plans and specifications.  
Recognize and correct safety hazards.  
Learn nutrition services principles such as food ordering, storage, handling, safety and sanitation standards and techniques.  
Learn correct utilization of cafeteria equipment.  
Learn kitchen layout, equipment and procedures.  
Remain current with technical developments in nutrition service skilled trade areas, and make recommendations for changes.  
Inspect new construction and renovation of kitchen facilities and equipment to insure contract compliance, schedules and safety standards are met.  
Maintain and direct the keeping of work costs, plans and related records.  
Devise preventive and predictive maintenance programs.  
Operate office equipment including a computer and assigned software.  
Establish and maintain effective working relationships with others contacted in the course of work.  
Plan and direct multiple operations, delegate to subordinates and calculate operational effectiveness.  
Analyze written materials and oral communications.  
Communicate effectively, orally and in writing.

**Education and Training:**

Graduation from high school supplemented by college-level coursework, certificates or licenses related to the essential functions of the job.

OR

Completion of a recognized apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration or plumbing.

**Experience:**

Five years of experience in general maintenance, construction and repairs of buildings and structures including at least one year in a supervisory capacity.

Experience in kitchen facility construction, installation, repair and maintenance of commercial food production kitchen equipment with a large commercial or governmental entity is desired.

Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

**SPECIAL REQUIREMENTS**

Possession of a valid Class C California Driver's License is required at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

**WORKING ENVIRONMENT**

Administrative office and visits to sites.

Out-of-doors sometimes during inclement weather.

Sometimes subject to dust, fumes, dampness, odors, refuse and sewage.

May work irregular hours and schedules and be on call for emergencies.

**PHYSICAL DEMANDS**

Occasional lifting, carrying, pushing and/or pulling objects weighing up to 50 pounds. Climb ladders, stairs, scaffolding and ramps one or more stories above ground level. Stooping, kneeling, crouching, and crawling through attics, under flooring, similar places and tight spaces.

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.  
Seeing to perform inspections and read a variety of materials.

*AMERICANS WITH DISABILITIES ACT*

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

**APPOINTMENT**

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: 12/17/2002  
Revised: 10/7/2004  
Revised: 4/28/2016  
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