Georgia State University

Job Specification

Job Title: Kitchen Mechanic

BCAT Code: 091X36  Effective Date: June 1, 2011
Pay Grade: G13  FLSA Status: Non-Exempt  Revision Date: July 1, 2013

General Description
Performs journey-level plumbing, refrigeration, electrical, electronic and mechanical preventative maintenance work independently on kitchen equipment under the general direction of the Manager, Food Services.

Examples of Duties
- Services, repairs, replaces, and maintains walk-in and reach-in refrigerators, freezers, ice makers, milk coolers.
- Replaces valves, belts, filters, bearings, gaskets, gears, and motor parts.
- Maintains and repairs electronic, gas kitchen and stationary equipment.
- Repairs and maintains heating and refrigeration units on food carts; fabricates and mounts sneeze guards.
- Replaces pipes, faucets, and reversing or standard switches.
- Maintains records and inventory of parts and materials.
- Recommends the repair or replacement of specific kitchen equipment.
- Ensures that all quality and health and safety requirements are met in accordance with federal, state and local standards.
- Works with Property Control to ensure that the labeling and record keeping is up-to-date.
- Represents and promotes the interests and mission of Auxiliary and Support Services in the assigned areas of responsibility.

Knowledge, Skills and Abilities
- Knowledge of hazardous materials storage, usage, and disposal.
- Excellent verbal and written communication skills.
- Effective time management and organizational skills.
- Ability to work in various weather conditions.
- Ability to respond to incidents and emergencies involving hazardous materials.
- Ability to pay attention to detail and maintain the safety of customers and personnel.
- Ability to initiate projects, set priorities, and meet deadlines under limited supervision.
- Ability to develop and maintain working relationships.

Minimum GSU Hiring Standards
High school diploma or GED and four years of experience working with commercial kitchen equipment. Refrigerant certification or the ability to obtain certification within six months of employment preferred.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.