Job Title: Food Service Specialist
Compensation Rate/Grade: Grade 7
Department: Facilities Services
Updated: January 2020

Essential Functions:
- Utilization of knowledge and experience to support all forms of food service equipment.
- Installation and maintenance of new and existing food service equipment.
- Design and perform a preventative maintenance plan and preventative maintenance of all good service equipment.
- Follow work assignments, instructions, labeled information and safety standards independently.
- Work closely with Master HVAC and Energy Department staff on related issues.
- Apply all applicable HVACR mechanical codes, rules and regulations.
- Work cooperatively with outside contractors as needed to maintain campus food service equipment.
- Communicate with food service staff, conduct training events, attend staff meetings and assist with design, layout, purchase and installation of new good service equipment.
- Perform service on all GVSU campuses.
- Willingness and desire to advance skill set by training opportunities as position and equipment require.
- Provide quality customer service to faculty, staff, students and campus visitors.
- Commit to being assigned as an essential employee, meaning you may be required to work when others are excused.
- Use of technology, such as email, smart devices (ex: iPad, iPhone), work order system/programs.
- Attend to Facilities Services related emergencies when necessary.
- Enforce and support policies established by the Facilities Services leadership.
- Attend safety meetings and other related meetings.
- Work with and lead the activities of student staff.
- Perform other related duties as required.

Required Qualifications:
- Experience with all tools needed for HVACR including torch use, vacuum pumps and all other tools as related to food service systems, to include fryers, icemakers, steamers, food warmers, hot service equipment, MAHU's and exhaust fans, low and medium temperature refrigeration equipment, espresso, soft serve, and all related equipment.
- Universal refrigeration license required.
- Demonstrated experience in all hot and cold side food service equipment systems types as needed to perform the essential functions listed above.
- Satisfactory past work performance.
- Ability to work with minimum supervision.
- Valid driver's license with acceptable driving record.
- Excellent attendance record.
- Willingness to work off shifts, holidays and overtime as necessary.
- Excellent customer service skills.
- Strong written and verbal communication skills.

Preferred Qualifications:
- 10 years of full time service experience in food services desired (hot and cold side experience required).
- Ability to read and interpret blue prints, schematics, operating manuals, and specifications.

- HVAC installers license desirable. Additional certification required at a level type 2 in refrigeration recovery.

Physical Demands:
- Ability to lift up to 70 lbs.
- Work at heights up to 70 feet in confined spaces and during inclement weather.
- Ability to perform manual labor, including bending, twisting, stooping and reaching as needed.
- Ability to work outdoors and/or in unairconditioned buildings, at university events, as required.
- Perform work duties/responsibilities for extended periods of time (approximately 12 hours/day) even during inclement weather.
- To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Must have the physical stamina to work long hours and/or more than 5 days per week. The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.