Job Title: Food Service Specialist
Compensation Rate/Grade: Grade 6
Department: Facilities Services
Updated: December 2011

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.
• Ability to work at height of up to 70 feet, in confined areas, and at times during inclement weather. Able to lift 70 pounds.
• 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.
• Provide quality customer service to faculty, staff, students and campus visitors.
• Strong written and verbal communication skills.
• Willingness and desire to advance skill set by training opportunities as position and equipment require.

Required Qualifications:
• Demonstrated interest and experience in all hot and cold side food service equipment systems types as needed to perform the essential functions listed below.
• Satisfactory past work performance.
• Ability to work with minimum supervision.
• Willingness to work with student staff.
• Valid driver’s license and acceptable driving record.
• Excellent attendance record.
• Willingness to work overtime and accept off-shift assignments including emergency service needs.
• Excellent customer service 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.
• 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.
• HVAC installers license desirable. Additional certification required at a level type 2 in refrigeration recovery.

Physical Demands:
• 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.