

Specialist, Food Service Facilities

The Howard County Public School System (HCPSS) is one of the leading school systems in Maryland and the nation. In alignment with our [Strategic Call to Action](#), our mission is to ensure academic success and social emotional wellbeing for our approximately 57,000 students in an inclusive and nurturing environment that closes opportunity gaps. To learn more about employment with HCPSS, please visit <https://www.hcpss.org/employment/>

DESCRIPTION

Under the direction of the Director of Food and Nutrition Services, the Specialist, Food Service Facilities is responsible for the purchase and maintenance of all equipment and ensuring that all equipment and materials used in the food service operations comply with predetermined specifications, applicable laws, and regulations. The position assists with overseeing the food service fixed assets program, coordinates the management of the school system's vending program, and oversees all equipment maintenance and repair jobs with contractors and vendors. The position performs skilled work to ensure the safety, effectiveness, and efficiency of the school system's food service facilities and that the school system adheres to all related food service facility and regulations. This position may require you to work evenings and/or weekends for emergency events.

ESSENTIAL POSITION RESPONSIBILITIES

- Facilitates and coordinates equipment repairs and preventive maintenance of all food service equipment with contractors consistent with established department goals, objectives, and policies. Inspects the quality of performed repair and maintenance work. Checks that all kitchen maintenance and repair jobs are executed on time, to the budget, and without compromising building users' safety.
- Coordinates school kitchen surveys, recommends equipment for replacement, prepares equipment specifications and scope of work to be included in RFP's, performs equipment bid evaluations, and makes recommendations to the Director of Food and Nutrition Services.
- Facilitates the food service Computerized Maintenance Management System (CMMS) for work order tracking, scheduling preventive maintenance, managing assets and inventory, and generating reports, leading to improved productivity and cost-effective maintenance practices.
- Ensures that HCPSS adheres to all related food service facility codes and regulations, consults appropriate agencies and conducts research to identify most appropriate means to meet food services' needs, submits plans to appropriate regulatory agency for review, and obtains necessary inspections and approvals. Reviews Health Department kitchen inspection forms and addresses repair requests as they relate to regulations, critical violations, and compliance at each school.
- Develops an annual budget for equipment maintenance, repairs, and replacement. Approves invoices for payment and completes, maintains, and submits accurate purchasing receipts, cost reports, inventories and other records as required.
- Meets with architects, designers, consultants, engineers, contractors, project managers, and/or other school system maintenance/facilities staff to assist in planning and developing projects to improve food service facilities.
- Facilitates delivery of training to improve employee performance, safety, and efficiency. Provides information, instructions, and support to ensure food service staff understand and can apply up-to-date knowledge and skills required in areas such as equipment, job, and food safety, confined spaces, and lock out/tag out. Meets the annual continuing education/training education requirements for USDA Professional Standards for School Nutrition Employees.

The above list is a summary of the functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of industrial/commercial food processing and production equipment.
- Knowledge of computerized maintenance management and control systems.
- Knowledge of commercial food service (kitchen) equipment repairs, maintenance, and installation techniques.
- Knowledge of building systems, including heating and refrigeration, electrical, plumbing, and fire safety.
- Effective verbal and written communication skills, including active listening and the ability to articulate complex information to a variety of stakeholders.
- Effective organizational skills for scheduling maintenance tasks and ensuring job completion, even during emergencies.
- Ability to plan, organize, and execute work, requiring attention to concurrent tasks and priorities, with minimal supervision.
- Ability to work evenings and/or weekends for emergency events.
- Ability to implement workplace safety policies and standards.
- Ability to recognize, understand, and interpret local, state, and national codes and regulations including, but not limited to OSHA, EPA Uniform Mechanical Code, Uniform Plumbing Code, National Electrical Code, etc.

MINIMUM QUALIFICATIONS

A combination of education and experience may be considered.

Education:

- Associate degree from an accredited college or university.

Experience:

- Five (5) years of experience in facilities maintenance to include all phases of preventive and corrective maintenance.

PREFERRED QUALIFICATIONS

- Bachelor's Degree from an accredited college or university in food service, engineering, business administration, hospitality management, or other related field.
- Certified Facility Manager (CFM) credential or other facilities maintenance or management certification.
- Food service facilities and equipment maintenance experience in a PreK-12 or institutional food service setting.
- Experience managing a commercial facility or food service facility.
- Experience planning and maintaining facility budgets.

SELECTION REQUIREMENTS

Applicants who meet the minimum qualifications will be included in further evaluation. The evaluation may be a rating of your application based on your education, training, and experience as they relate to the requirements and preferred qualifications of the position. Therefore, it is essential that you provide complete and accurate

information on your application. Please report all related education, dates, and hours of work. Clearly indicate your college degree and major on your application, if applicable.

For education obtained outside the U.S., any job offer will be contingent on the candidate providing an evaluation for equivalency by a [foreign credential evaluation service](#) prior to starting employment (and may be requested prior to interview).

EMPLOYMENT INFORMATION

This is a 12-month per year position in the Howard County Education Association, Educational Support Professionals (HCEA-ESP) employee unit. The current salary range for this position is Grade 25 on the Technical Central Office and School Based salary scale, \$83,075 - \$131,763. Step placement will be in accordance with the salary procedures of the Howard County Public School System and the HCEA-ESP Master Agreement which considers relevant prior experience. Under the Fair Labor Standards Act, this position is exempt from overtime.

APPLICATION REQUIREMENTS

Only applicants who submit all the requested information by the closing date of the vacancy will be considered for this position. Interviews will be limited to those applicants who, in addition to meeting the basic requirements, have experience and education that most closely matches the position qualifications and the needs of the school system.

Please note that a completed application includes:

- A complete application form that includes a listing of employment locations with dates of employment and names of direct supervisors.
- All supplemental materials (i.e.: resume, letter of introduction, transcripts) required to verify that you meet the minimum qualifications.

For questions regarding this vacancy, please contact recruitmentinquiries@hcpss.org.

Equal Opportunity Employer

HCPSS celebrates diversity and is committed to creating an inclusive environment for all employees and applicants and prohibits discrimination, harassment, and retaliation of any kind. HCPSS is committed to the principle of equal employment opportunity for all employees in providing them with a work environment free of discrimination and harassment. All employment decisions at HCPSS are based on organizational needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, veteran status or present military service, family medical history or genetic information, family or parental status, or any other characteristic protected by federal, state or local laws.