

Job Description

Position Title:	Kitchen Handyman		
Business Unit:		Status:	Part -Time
Reporting to:	Jason Howard	Salary Range:	\$12-\$16 per hour

Background:	<u>University Overview</u> Founded in 1893, Southwestern Adventist University is a 501(c)(3) faith-based institution located in Johnson County, Texas. As the only four-year degree-granting university in the county, Southwestern Adventist University is an important community stakeholder that links education with action by building knowledge, increasing faith, and providing service. <u>University Vision</u> Southwestern Adventist University seeks to be a community that supports academic, spiritual, physical, and emotional wholeness encouraging all members to find their purpose and lead lives of service. <u>University Mission</u> The University's Mission statement is "Inspiring knowledge, faith, and service through Christ-centered education."
Position:	The Handyman is essential to ensuring the dining facility and food trailer operate efficiently and remain in top condition. This position oversees the upkeep, repair, and maintenance of all dining service areas and the food trailer, ensuring compliance with health and safety regulations. The role contributes to providing a clean, safe, and welcoming dining environment for students, faculty, and staff.
Responsibilities:	• Perform preventive maintenance and minor repairs on food-service equipment, fixtures, and facilities. • Inspect equipment regularly, identify concerns, and troubleshoot basic mechanical, electrical, and plumbing issues within the scope of the position. • Assist with moving, assembling, installing, and removing food-service equipment and supplies. • Respond to maintenance requests and communicate repair needs or status to the supervisor. • Coordinate with University Facilities or approved vendors when specialized or licensed repairs are required.. • Maintain records of inspections, repairs, parts, and outstanding maintenance needs. Follow University safety, sanitation, food safety, and equipment-service procedures, including appropriate PPE. • Adhere to all university, local, and state sanitation and safety regulations. • Perform additional duties as assigned by the supervisor.
Primary Requirement:	Must have strongly expressed a commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a member of the Seventh-day Adventist church in good and regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.

Knowledge, Skills & Abilities:	• High school diploma or equivalent preferred. • Previous maintenance, equipment repair, or facilities experience. • Basic knowledge of mechanical, plumbing, electrical, and general repair practices. • Ability to safely use common maintenance tools and equipment. • Ability to read and understand equipment manuals, safety instructions, work orders, and basic technical documentation. • Strong problem-solving, organization, communication, and customer-service skills. • Ability to work independently, prioritize assignments, and respond appropriately to urgent repair needs. • Ability to maintain a fast pace while ensuring quality and safety standards are met. • Strong work ethic, reliability, and attention to detail. • Demonstrates reliability, professionalism, punctuality, and attention to detail. • Ability to communicate in English
Work Conditions & Environment:	Job Conditions: Clear verbal communication for interactions with students, faculty, and staff. Occasional: Working on weekends or based on student demand. Environment: Frequent: Indoor commercial kitchen and cafeteria environment. May be exposed to varying temperatures, loud noise, and potentially hazardous equipment. Wet/Dry Conditions, Cold/Heat and Noise/Vibrations. Work Hours: Flexible schedule based on departmental needs. Physical Requirements: Must be able to lift and carry up to 30 lbs. and perform physical tasks such as sitting, walking, and standing for extended periods. Work around heat, steam, and cleaning chemicals. Wear personal protective equipment (PPE). <i>The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.</i>
<i>This job description is not intended to be complete or limiting – the role will require a proactive and flexible approach to be successful.</i> Southwestern Adventist University provides equal employment opportunities to all employees and applicants for employment and prohibits unlawful discrimination based on race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. The university does, however, exercise its constitutional and statutory rights as a religious organization to require standards of conduct for students and employees and, as an employer, to prefer members of the Seventh-day Adventist Church for employment. This policy applies to all terms and conditions of admission or employment, including, but not limited to, student admission, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.	