



Gregory Enterprises
1671 Lake Street
Warsaw, IN 46580
(574) 267-3900

Warsaw Locations:

1671 Lake St.
Warsaw, IN 46580
(574) 267-3800

2862 Frontage Rd
Warsaw, IN 46580
(574) 269-3111

222 N Detroit St
Warsaw, IN 46580
(574) 269-3300

3501 Walton Way
Warsaw, IN 46580
(574) 371-8400

Other Locations:

1414 W Plymouth St
Bremen, IN 46506
(574) 546-3300

206 N Higbee
Milford, IN 46542
(574) 658-9700

649 N. Main Street
N. Webster, IN 46555
(574) 834-5558

175 North Miriam St
Nappanee, IN 46550
(574) 773-2888

804 S Huntington Rd
Syracuse, IN 46567
(574) 457-5700

www.gregorysubway.com
jobs@gregorysubway.com

POSITION TITLE: MAINTENANCE COORDINATOR

REPORTS TO: MANAGEMENT

POSITION SUMMARY: The Maintenance Technician is responsible for the performance of routine daily maintenance activities, general repairs and preventative maintenance programs.

TASKS AND RESPONSIBILITIES:

- Perform routine daily maintenance activities for restaurant equipment, refrigeration equipment and building systems including but not limited to HVAC, plumbing and electrical.
- Respond to emergencies related to equipment, building systems and the facility, including after normal business hours or regular work schedule.
- Perform general repairs to the facility including but not limited to basic carpentry, patching of walls, ceramic tile replacement/ installation, doors and hardware, painting, etc.
- Schedule and complete preventative maintenance programs on equipment and building systems.
- Performs other job-related duties or special projects as may be assigned or required.
- Maintain inventory of commonly used parts and/or materials to minimize equipment down time and excessive travel.
- Schedule daily activities in a manner that will minimize travel between facilities and equipment/materials suppliers.
- Complete payroll time sheets, expense reports and mileage statements and submit to supervisor by the designated time and date.
- Maintain applicable certifications HVAC, CFC, etc.
- Adhere to company policies as outlined in the Employee Handbook.

PREREQUISITES

Experience & Skills:

- Strong technical knowledge of H.V.A.C. refrigeration and EPA laws.
- Knowledge of electrical, plumbing, carpentry, preventative maintenance programs
- Basic computer literacy.
- Experience servicing restaurant equipment.

Work Environment:

Daily travel is required. This position requires the exertion of 50 to 100 pounds of force occasionally, and/or 25 to 50 pounds of force frequently and/or 10 to 20 pounds of force constantly.