

## CLARK COUNTY SCHOOL DISTRICT REGULATION

4212

### SUPERVISION OF FOOD SERVICE EMPLOYEES

- I. The supervision of food service employees will be a shared responsibility between the building administrator and other appropriate administrators.
- II. The site administrator has supervisory responsibility for the operation and the appearance of the food service facility. The Food Service Department has supervisory responsibility for the food services provided at a food service facility. Food service personnel are responsible to both the site administrator and the Food Service Department as outlined below.
  - A. The designated administrator in the Food Service Department will:
    1. Determine staffing needs, methods of work, and supplies and materials to be used for food services at all buildings.
    2. Assign the work locations of food service personnel in a manner consistent with existing personnel department procedures for the advertisement of vacancies and the selection and placement of employees.
    3. Complete payroll records and approve vacation and other leave requests for all food service personnel. Approval of vacation leave for the food service manager and/or senior food service worker must be coordinated with the site administrator.
  - B. The site administrator will:
    1. Supervise the conduct of food service personnel as it relates to students, to other personnel, and to parents.
    2. Provide input into the evaluation of the site food service manager before the evaluation is completed and discussed with the employee.
    3. Provide a suitable lunch area for all students who eat at school and ensure that students eat their lunch in the lunch area.
    4. Organize appropriate supervision for all students who make use of the food service facility.

5. Review recommendations for vacation and other leave requests for food service employees prior to transmittal to the Food Service Department.
- C. The food service manager of a food service facility will be responsible for the immediate supervision of food service employees assigned to the work site and will provide input on the performance evaluations of food service personnel assigned to their respective work site. Food service supervisors in the Food Service Department will provide assistance and review these processes. Food service administrative staff will review and sign all employee performance evaluations for food service employees in a manner consistent with district regulations. Food service supervisors will also provide supervision of food service employees during work hours not covered by school-assigned supervisory personnel.
  - D. The site administrator and a designated administrative representative of the Food Service Department will share responsibility for the selection and performance evaluation of the food service manager. If these individuals cannot agree upon the content of the performance evaluation, it will be referred to the director or a designated administrative representative of the Food Service Department. Agreement on the content of the performance evaluation must be reached prior to discussing it with the employee.

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