FOOD SERVICE REGION SUPERVISOR

Class Code: 5270
Job Family: Food Service
Classification: Support Staff
Terms of Employment: Pay Grade 57 on the Support Staff Salary Schedule
FLSA STATUS: NON-EXEMPT

POSITION SUMMARY:
Under general direction, supervises the operation of a group of cafeteria and/or food production programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Supervises designated cafeteria food programs or the central kitchen.
2. Coordinates the operation of programs with other food service operations within the Food Service Department.
3. Monitors food, supply, and labor costs and makes necessary adjustments in the use of food, supplies, and labor to improve efficiency and financial status of each kitchen.
4. Monitors and inspects the quality of food from storage to preparation and serving; and ensuring established quality control standards are met.
5. Monitors and inspects work areas for proper flow, to ensure that adequate food items are readily available and cashiering is timely and smooth.
6. Responsible for ensuring financially sound operations in all supervised areas.
7. Maintains records and prepares summaries of statistical data.
8. Implements changes based on findings and direction from immediate supervisor and administrators.
9. Insures that managers/supervisors of programs follow federal regulations, Clark County School District policies and regulations, and departmental procedures and guidelines.
10. Trains employees, as well as, supervises the training of employees for care of equipment, portion control, serving of food, record keeping, accountability measures, sanitation and safety standards, and customer service.
11. Assists in developing and implementing in-service training programs, as necessary to promote new programs changes in procedure.
12. Provides input for the evaluation of assigned staff.
14. Assists with other personnel actions that may include progressive discipline, employee placement, etc.
15. Coordinates communication and development of food service programs between administrators, parents, and food service employees.
16. Resolves food service complaints.
17. Reviews inspections from Southern Nevada Health District and takes necessary action.
18. Meets with school administration, as required to discuss food service issues.
19. Conforms to safety standards as prescribed.
20. Performs other tasks related to the position as assigned.

DISTINGUISHING CHARACTERISTICS:
Involves supervision of food programs at central kitchen, schools with kitchens, as well as schools on the dish-up or satellite program.

KNOWLEDGE, SKILLS, AND ABILITIES (Position Expectations):
2. Knowledge of food preparation and storage.
3. Ability to promote the Food Service Department in a positive manner.
4. Ability to implement change to improve financial status of operations.
5. Ability to review and evaluate records and reports.
6. Ability to plan, organize, and prioritize work.
7. Ability to train, supervise, and evaluate employees.
8. Ability to perform required mathematical computations and understand spreadsheets.
9. Ability to maintain confidentiality of information.
10. Ability to learn to operate a computer and software applications related to work area.
11. Ability to meet predetermined deadlines and complete required work.
12. Ability to interpret and explain written and oral instructions, practices, and procedures.
13. Ability to interpret and apply District policies and regulations and department practices and procedures.
14. Ability to learn and apply operating and safety procedures.
15. Ability to communicate clearly and concisely, both orally and in writing.
16. Ability to work flexible hours and shifts.
17. Ability to work cooperatively with District staff, parents, students, and outside agencies and apply good customer service.
18. Ability to recognize and report/correct hazards and apply safe work methods.
19. Possess physical and mental stamina commensurate with the responsibilities of the position.

POSITION REQUIREMENTS:

Education, Training, and Experience:
1. High school graduation or other equivalent, (i.e., GED, college, technical, or trade school, foreign equivalency, etc.).
2. Three (3) years of experience as a Southern Nevada School District Food Service Manager; or, Four (4) years institutional, commercial, and/or school district food service experience managing a food production kitchen; or, Associate’s degree in a related field (i.e., hotel and restaurant management, nutrition, dietetics, institutional management), and two (2) years institutional, commercial, and/or school district food service management experience in a food production kitchen; or, Bachelor’s degree in a related field, (i.e., hotel and restaurant management, nutrition, dietetics, institutional management.)

Licenses and Certificates:
1. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Southern Nevada County Health Department Health Card.

DOCUMENT(S) REQUIRED AT TIME OF APPLICATION:
1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
2. College transcript if applicable.
3. A valid driver’s license that allows the applicant/employee to legally operate a vehicle in Nevada.
4. Copy of current driving history issued by the Department of Motor Vehicles.
5. Current Southern Nevada Food-handler Health Card if applicable.
6. Specific documented evidence of training and experience to satisfy qualifications.

EXAMPLES OF ASSIGNED WORK AREAS:
Clark County School District facilities - schools and department offices.

WORK ENVIRONMENT:
Strength: Sedentary/Light - Exert force to 10 lbs., occasionally; or a negligible amount of force to frequently lift, carry, push, pull, or move objects.
Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Mobility to work in a typical office setting and use standard office equipment, stamina to remain seated and maintain concentration for an extended period of time. Vision: Frequent near acuity, and occasional far acuity. Vision to read printed materials and a VDT screen and other monitoring devices.

Environmental Conditions: Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

EXAMPLES OF EQUIPMENT/SUPPLIES USED TO PERFORM TASKS:
District-issued/personal vehicles, various computers, printers, telephones, calculators, copy machines, fax machines, etc.

An Affirmative Action/Equal Opportunity Employer
This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.

Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Support Staff Personnel Services. Notification may be made in person, in writing, or by calling: (702) 855-5444.