

Senior Food Service Supervisor

Position Details

Class Code: 5280

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, prepares food specifications, supervises school and central kitchen personnel, works with vendors, and supervises food product testing.

Essential Duties and Responsibilities

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises overall food service program for the Clark County School District.
 2. Trains food service personnel.
 3. Prepares bid specifications for food and supplies used in food program.
 4. Estimates amounts of food and supplies needed each year.
 5. Works with vendors to select acceptable supplies and food products.
 6. Supervises product testing and evaluation.
 7. Researches nutritional content of foods to maintain quality and ensure federal standards are met.
 8. Reviews and resolves complaints regarding food products.
 9. Requests United States Department of Agriculture (USDA) commodity foods and maintains records.
 10. Conforms to safety standards as prescribed.
 11. Performs other tasks related to the position as assigned.
-

Distinguishing Characteristics

Prepares food specifications, supervises all school and central kitchen personnel, works with vendors, and tests food items.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of food preparation, storage, and specifications.
 2. Knowledge of food service equipment and supplies.
 3. Ability to plan and organize work.
 4. Ability to work under pressure.
 5. Ability to compose statistical summaries.
 6. Ability to read and comprehend complex written materials.
 7. Ability to safely move and relocate heavy objects.
 8. Ability to cooperate with administrators, faculty, parents, students, and other employees.
 9. Ability to recognize and report hazards and apply safe work methods.
 10. 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., General Educational Development (GED), foreign equivalency, etc.)
2. Four (4) years of paid, responsible experience in commercial food preparation and service. An Associate's degree in nutrition or business can be substituted for two (2) years of experience.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Valid Southern Nevada Health District (SNHD) Food Handler Safety Training Card at time of hire.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. College transcript(s), if applicable.
 4. 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 up to 10 lbs., occasionally; or a negligible amount of force frequently to lift, carry, push, pull, or move objects.

Physical Demand

Frequent reaching, handling, fingering, talking and hearing. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near acuity and occasional far acuity. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or 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

Various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, etc.

AA/EOE Statement

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

Job Revision Information

- Revised: 05/25/23
- Created: 07/31/91