

Central Kitchen Food Service Supervisor

Position Details

Class Code: 5281

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, coordinates, and supervises Central Kitchen operations and manages bulk food preparation/packaging.

Essential Duties and Responsibilities

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

1. Plans and establishes food processing employee work schedules.
2. Plans, develops, conducts, and oversees Central Kitchen employee training programs according to United States Department of Agriculture (USDA) professional standards.
3. Confers with appropriate departments to evaluate and recommend the purchase, installation, service, modification, and replacement of food processing/packaging equipment to meet production needs.
4. Plans/directs the ordering, receipt, inspection, storage, and inventory control of Central Kitchen food products/supplies; maintains contact with the warehouse to ensure accurate, timely deliveries.

5. Coordinates meal planning and supervises production to ensure that recipes/menus are followed according to federal, state, and Clark County School District rules, regulations, and policies.
 6. Establishes/maintains appropriate sanitation, safe working conditions, Hazard Analysis and Critical Control Points (HACCP) standards, Southern Nevada Health District (SNHD) standards, and proper food handling practices/procedures in the food processing facility.
 7. Directs the ordering, assembly, packaging, and storage of foods.
 8. Collaborates with the Food Service Department leadership team regarding menu development and strategic/emergency planning.
 9. Prepares, reviews, and maintains cost/production records and reports.
 10. Interviews, selects, assigns, and provides input into the evaluation of employees.
 11. Confers with Food Service Department administration and personnel regarding food preparation needs/techniques, food quality controls, menu acceptability, and ordering of supplies.
 12. Conducts time and motion studies on food preparation/packaging processes, as needed.
 13. Utilizes food service management systems or other applicable computer programs to place orders and account for production waste and costs per meal.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Supervises Central Kitchen staff, maintains product inventory, trains employees, develops recipes, and ensures menu compliance.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of health, safety, sanitation, HACCP procedures, and SNHD standards pertaining food handling/storage and packaging facility operations.
2. Knowledge of federal, state, and District rules/regulations pertaining to school meals and child nutrition.
3. Knowledge of personnel management and labor relations principles, including labor contract administration.
4. Knowledge of food processing/packaging facility management and recipe/menu development, selection, and presentation.

5. Knowledge of nutrition requirements, food values, and federal-/state-governed child nutrition programs.
 6. Knowledge and ability to practice positive customer service, teamwork, and leadership skills.
 7. Knowledge of bulk food production pricing, portion control, inventory management, and quality assurance/control methods.
 8. Knowledge of procedures for ordering, receiving, storing, and packaging foods in bulk.
 9. Knowledge and ability to use/care for kitchen equipment.
 10. Ability to communicate effectively, verbally and in writing.
 11. Ability to plan/conduct orientations and train/motivate others.
 12. Ability to recognize/report hazards and apply safe work methods.
 13. Excellent planning, organizational, and coordination skills to manage daily operations.
 14. Ability to review and analyze work procedures/methods; devises and implements improvements.
 15. Ability to work under pressure.
 16. Ability to develop/maintain accurate records, make mathematical calculations, and prepare/present reports.
 17. Ability to interpret and follow provided instructions.
 18. Ability to safely move and relocate heavy objects.
 19. Ability to demonstrate decision-making skills and solve problems effectively; shows initiative and creativity.
 20. Ability to use computer software to maintain inventory/production records and learn related software applications (i.e. Edison, human capital management (HCM), e-mail, etc.)
 21. Ability to multitask in a fast-paced work environment; effectively deals with difficult situations in the workplace.
 22. Ability to operate material handling equipment, such as motorized pallet jacks.
 23. Ability to plan, schedule, and supervise a large number of employees.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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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' experience managing/supervising large-scale kitchen facility operations; or,
An Associate degree from an accredited college/university in dietetics, nutrition, culinary arts, food/beverage management, or a related field, and two (2) years' experience as described above.

Licenses and Certifications

1. Valid SNHD Food Handler Safety Training Card at time of hire. Training Card must be maintained for duration of assignment.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
4. ServSafe certification is required within five (5) months of the start of employment. Once acquired, certification must be maintained for duration of assignment.

Preferred Qualifications

1. Bilingual/Bi-literate.
 2. School food and nutrition experience.
 3. Culinary and food safety training experience.
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Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Transcript(s) from an accredited college/university, if applicable.
 3. Copy of current SNHD Food Handler Safety Training Card.
 4. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 5. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
 6. ServSafe certification, if applicable.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Food Service Department Central Kitchen.

Work Environment

Strength

Medium/heavy - exert force up to 50 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical kitchen setting and use commercial kitchen equipment. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Includes climate-controlled office settings, walk-in freezers, and work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Kitchen 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 vehicles, computers, printers, telephones, calculators, copiers, fax machines, material handling equipment, ovens, grills, refrigerators, freezers, slicers, kitchen utensils, appliances, 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: 08/04/23
- Created: 08/01/22