SENIOR FOOD SERVICE SUPERVISOR

Class Code:  5280  
Job Family:  Food Service  
Classification:  Support Staff  
Terms of Employment:  Pay Grade 58 on the Support Staff Salary Schedule  
FLSA STATUS:  NON-EXEMPT  

POSITION SUMMARY:
Under general direction, prepares food specifications, supervises school and central kitchen personnel, deals with vendors, and supervises testing of food products.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.
1. Supervises overall food service feeding program for the school district.
2. Responsible for training food service personnel.
3. Prepares bid specifications for food and supply items used in food program.
4. Estimates amounts of food and supply items needed each year.
5. Works with vendors to select acceptable items of supplies and food products.
6. Supervises testing and evaluation of products.
7. Researches nutritional content of foods to insure federal standards are met and to maintain quality of food items.
8. Reviews and resolves complaints regarding food products.
9. Requests 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:
Involves preparation of food specifications, supervision of all school and central kitchen personnel, working with vendors, and testing of food items.

KNOWLEDGE, SKILLS AND ABILITIES:
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 do statistical summaries.
6. Ability to read and comprehend complex written material.
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.

POSITION REQUIREMENTS:
Education, Training, and Experience:
1. High school graduation or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc).
2. Four (4) years of paid, responsible experience in commercial preparation and serving of food; or,
3. An Associate’s degree in nutrition or business can be substituted for two (2) years of experience.

07/31/81
Revised: (08/09/02; 07/15/05)
Licenses and Certificates:
2. 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.
3. Copy of driving history issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (Q.S.P.) placement and at time of interview prior to final selection.

Preferred Qualifications:
1. Possess physical and mental stamina commensurate with the responsibilities of the position.
2. Possess personal characteristics, including but not limited to poise, perspective, integrity, flexibility, and personal appearance necessary for success in the Clark County School District.

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 degree or equivalent, if applicable.
3. A valid driver’s license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
4. Current copy of driving history issued by the Department of Motor Vehicles.
5. 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 frequently to lift, carry, push, pull or move objects.

Physical Demands: 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 or over the telephone. Vision: Frequent near acuity, and occasional far acuity. Vision to read printed materials and VDT screens 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 and occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals (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, district issued vehicle, etc.
EQUAL EMPLOYMENT OPPORTUNITY – AFFIRMATIVE ACTION

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.

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.