

Director IV, Food Service

Position Details

Job Code: U7103

Reference Code: A594

Division: Operational Services Unit

Classification: Professional-Technical

Terms of Employment: [Step 45 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to oversee the Food Service Department operations to include providing nutritious, safe, quality, and cost effective meals to Clark County School District students within the scope, guidelines, and expectations defined by federal, state, and District Regulations. This position is directly responsible to the Chief Operating Officer, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Plan, organize, and direct the District's Food Service operations including breakfast, lunch, and supper programs, after-school snack programs, United States Department of Agriculture (USDA) Summer Food Service Programs, Seamless Summer Option, bulk sales and vended meal programs with outside entities; ensure compliance with federal, state, and District laws, regulations, and policies; and establish operating procedures within the Department.
2. Administer and institute actions, changes, or improvements to all operational activities within the Food Service Department.
3. Train, supervise, manage, motivate, and evaluate assigned personnel; establish procedures for interviewing and assigning new personnel; coordinate training

- programs and direct the assignment of food service personnel for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
4. Analyze data to improve food service operations. Help to develop and implement the District's continuous improvement plan for the department. Identify and develop partnerships that enhance District services.
 5. Plan, develop, and evaluate menu planning for all USDA Child Nutrition Programs in which the District participates to ensure that meals/snacks meet USDA child nutrition guidelines.
 6. Monitor customer satisfaction with open and effective communication. Use problem-solving techniques to tactfully address questions/concerns. Keep stakeholders informed about emerging issues while ensuring quality customer service is achieved within the Department.
 7. Collaborate with outside agencies on such issues as licensing, inspection, and other health matters; prepare recommended data for a variety of federal, state, and District reports; present information for the purpose of communicating information, gaining feedback, and ensuring adherence to established procedures.
 8. Review, interpret, and implement regulations, policies, and procedures of all USDA Child Nutrition Programs that the District participates.
 9. Encourage department and program innovations. Pursue funding opportunities. Help to prepare grant/foundation applications. Implement funded proposals and comply with reporting requirements.
 10. Assist in review of new food and supply product evaluations, bid specifications for Food Service, and final evaluation for bid results. Recommend bid awards to Clark County School District Board of Trustees.
 11. Ensure purchasing activities comply with applicable federal, state, and District statutes, regulations, and policies; determine specifications for purchase of food, supplies, and equipment.
 12. Research available products and prepare bids and specifications for food, supplies, equipment, and vehicles; compare bids for quality, price, and service and recommend awards; maintain and report commodity inventories.
 13. Coordinate dissemination of information and nutritional resource materials; design nutrition education efforts to enhance learning and health as defined by USDA Child Nutrition Programs and the District's Wellness Policy.
 14. Identify, plan, and coordinate implementation of technology solutions to enhance the efficiency and effectiveness of the department.
 15. Develop the annual departmental budget for long- and short-range programs; ensure sound fiscal management practices; evaluate financial forecasts and

- analyze food and labor costs to ensure efficient and cost-effective operations for expanding the department program to ensure that the District resources are effectively used; prepare profit and loss statements for all schools.
16. Determine and set standards for efficient and sanitary practices in food preparation, service, and transport; direct the inspection of food served for quality standards; plan for proper storage and economical use of food and supplies while maintaining compliance with local, state, and federal regulations including Hazard Analysis and Critical Control Point (HACCP) guidelines.
 17. Meet with architects and District planner to design new school buildings; coordinate rehab of older buildings and central kitchen.
 18. Analyze legislation related to food services and coordinates the response to proposed legislation.
 19. Administer and institute actions, changes, or improvements to warehouse and delivery activities including the receiving, storing, issuing, and delivery of food and supplies to District schools.
 20. Administer an effective marketing program to include social media to maximize the participation of students in child nutrition programs; utilize market research techniques to measure student demand/acceptance of food products.
 21. Confer and collaborate with others (i.e., school principals, District administrators, other District personnel, regulatory agencies, community organizations, etc.) regarding food service operations and promotion of all USDA Child Nutrition Programs that the District; prepare and present oral and written reports.
 22. Perform other duties related to the position, as assigned.
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Position Expectations

1. Knowledge of principles, methods, and best practices of providing effective child nutrition services to the students of the District to include extensive knowledge of federal regulations pertaining to the USDA Child Nutrition Programs.
2. Knowledge of sanitation, food safety, and Hazard Analysis Critical Control Points (HACCP) guidelines.
3. Knowledge of management principles; cost analysis, personnel administration, generally accepted accounting principles, standard budgeting and record keeping systems, principles of financial reporting, payroll, inventory control measures and practices, and applicable laws and codes.
4. Knowledge of security, warehousing, delivery, computer technology, and the bid specification process.
5. Knowledge of the operation of government agencies and schools.

6. Knowledge of CCSD Policies and Regulations, Food Service Department Policies, Southern Nevada Health District (SNHD) Rules/Regulations, OSHA Rules/Regulations.
 7. Knowledge of state and federal purchasing laws/regulations pertaining to procurement, inventory, and distribution of goods and services.
 8. Knowledge of personnel practices, procedures, and employment laws.
 9. Knowledge of payroll accounting practices and procedures.
 10. Knowledge of Support Professional Guide to Supervision and Evaluation and Employee's Right to Know.
 11. Knowledge of fleet management and analysis, vehicle accident investigations, Department of Transportation (DOT) rules/regulations.
 12. Knowledge of the Clark County Association of School Administrators and Professional-Technical Employees (CCASAPE) and Education Support Employees Association (ESEA) negotiated agreement.
 13. Ability to prepare effective and concise presentations.
 14. Ability to make clear and concise decisions when urgent matters arise.
 15. Ability to maintain a professional calm demeanor.
 16. Ability to evaluate, research, and oversee the implementation of professional learning.
 17. Ability to communicate efficiently and effectively in person and in writing.
 18. Ability to plan and conduct staff meetings.
 19. Ability to problem solve within the department's resources to find and apply effective/efficient resolutions.
 20. Ability to manage timelines and due dates while continuing to prioritize and evaluate areas requiring attention and improvement, ability to organize and manage multiple projects and agendas.
 21. Ability to motivate and develop key employees to lead by example and promote department goals and initiatives.
 22. Ability to develop reports, cost analysis and presentations; ability to create effective and detailed budget plans.
 23. Ability to develop alternatives and creative solutions to meet the student nutrition needs.
 24. Ability to coordinate and participate in planning and discussion meetings.
 25. Ability to research growing trends within the child nutrition programs.
 26. Ability to technologically continue to advance the department to increase efficiency and service.
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Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university; or,
Equivalent educational experience, with academic major in food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or,

An earned bachelor's degree from an accredited college or university in any academic major, and a state recognized certificate for school nutrition directors; or,

An earned bachelor's degree from an accredited college or university in any major and at least five (5) years of experience in management of school nutrition programs; or,
Currently serving as a professional-technical employee with the Clark County School District.

* Minimum Education Standards for School Nutrition Directors as required by USDA Professional Standards per 7 CFR §210.30(b)(1)(iii)

Licenses and Certifications

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

Experience

1. Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the position.
2. Minimum of one (1) year accounting or business finance training or experience.

Preferred Qualifications

1. Master's degree from an accredited college or university.
2. Registered dietitian.
3. Training in government regulations of above-mentioned programs.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

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, or 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: 04/12/22
- Created: 10/07/08