

# Director II, Food Service School Operations

## Position Details

Job Code: U7101

Reference Code: A743

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position functions to direct all school-level food service operations within the Clark County School District. The position is directly responsible to the Director IV, Food Service Department, Operational Services Unit (OSU).

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## Essential Duties and Responsibilities

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

1. Plan, organize, direct, coordinate, and review districtwide food service school operations, training, Hazard Analysis and Critical Control Points (HACCP), and food safety.
2. Oversee the training programs for food service school personnel to include food safety, sanitation, personal safety, food production, and financial accountability.
3. Direct the overall food service meal programs for schools within the Clark County School District. Manage and participate in the administration of applicable collective bargaining agreements, employee performance evaluations, and discipline and grievance procedures.

4. Problem solve daily issues that relate to compliance, staffing, and meal services and efficiently addressing service concerns and/or requests.
5. Influence team to support student achievement and to ensure all schools have the support to positively impact and eliminate barriers for students.
6. Plan and supervise the deployment of personnel, equipment, and use of facilities for greatest efficiency and cost effectiveness.
7. Evaluate and make adjustments as business demands are warranted.
8. Ensure outstanding customer service is practiced in all school food service locations.
9. Assure that food service school operations, services, equipment, facilities, and procedures conform to applicable regulations and District policies.
10. Establish and enforce clear expectations of all team members as well as foster a positive work environment.
11. Plan and supervise the deployment of personnel, equipment, and use of facilities for greatest efficiency and cost effectiveness.
12. Analyze financial reports including budgets, profit and loss statements, and key financial indicators such as food and labor costs.
13. Participate in menu planning, product development, and selection; including bid specification reviews.
14. Resolve concerns regarding food quality or customer service.
15. Conduct investigations, maintain records, and represent the organization at hearings.
16. Ensure legal compliance by monitoring and implementing applicable District, federal, and state requirements.
17. Coordinate special requests, events, and parent/guardian concerns with principals and other departments.
18. Recommend updates for standard kitchen equipment lists.
19. Support all administrators in achieving goals in alignment with the District's FOCUS 2024 Strategic Plan.
20. Address low performing sites with additional training and support.
21. Analyze data to develop strategies to maintain food and labor costs.
22. Plan and administer or assist in administering the department's budget and may control expenditures for other appropriations; develop and analyze management and statistical information to make informed decisions.
23. Reviews and resolves concerns regarding food quality or customer service.
24. Analyzes Profit and Loss statements.
25. Prepares reports and publications or presentations.
26. Supervises and evaluates assigned staff.
27. Performs 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 United States Department of Agriculture (USDA) Child Nutrition Programs.
2. Knowledge of accounting, budgeting, food production, Point of Service (POS) software applications, Excel spreadsheets, and Word programs and others, as applicable.
3. Knowledge of principles of management as applied to a large scale, decentralized cafeteria and food service operation.
4. Knowledge of basic concepts and business application of data processing systems and procedures.
5. Knowledge of principles of training, employee evaluation, and employee relations.
6. Knowledge of District collective bargaining agreements (CBAs).
7. Knowledge of applicable concepts of progressive discipline.
8. Knowledge of basic concepts of Occupational Safety and Health Administration (OSHA) regulations.
9. Knowledge of food safety health codes.
10. Knowledge of District regulations, practices, and policies.
11. Ability to plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness.
12. Ability to develop and implement policies, rules, regulations, and procedures.
13. Ability to analyze written materials and oral communications.
14. Ability to direct and evaluate staff training.
15. Ability to make, support, and explain recommendations and decisions.
16. Ability to interpret and apply District policies and regulations; and department practices and procedures.
17. Ability to learn and apply operating and safety procedures.
18. Ability to communicate clearly and concisely, both orally and in writing.
19. Ability to maintain confidentiality of information
20. Ability to implement change to improve financial status of operation.
21. Ability to meet predetermined deadlines and complete required work.
22. Ability to operate various computer software applications.
23. Ability to conduct detailed investigations.
24. Ability to resolve problems.
25. Ability to plan, organize, schedule, and set work priorities.

26. Ability to coordinate activities with schools and departments.

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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**

1. ServSafe Certification or applicable equivalent.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

### **Experience**

1. Satisfactory service in corresponding or related positions, or five (5) years successful supervisory experience related to the administrative position.
2. Five (5) years of successful, progressively responsible, professional experience, which includes management-level experience coordinating, developing, and implementing procedures and processes for food service programs.

### **Preferred Qualifications**

None specified.

**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: 04/13/22
- Created: 03/20/13