

# Director I, Central Operations

## Food Service

### Position Details

Job Code: U7101

Reference Code: A744

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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### Position Summary

This position functions to direct all Central Operations of the Food Service Department for the Clark County School District to include Warehouse & Distribution, Food Service Maintenance Operations and Procurement. 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. Recommends purchase and supervise the procurement of all vehicles, warehouse equipment, and maintenance purchases of food preparation, cleaning, and storage equipment, and food products for the Food Service Department.
2. Reviews and oversees the production of maintenance, procurement, and Warehouse & Distribution staff.
3. Regularly inspects physical condition of warehouse operational equipment, Central Kitchen equipment, ammonia refrigeration plant, and oversees maintenance of facility.

4. Oversees the maintenance of Food Service facility and school site-kitchen equipment for repairs and preventive maintenance tasks.
5. Supervises the warehouse and delivery aspects of the Food Service Department's Hazard Analysis Critical Control Point (HACCP) Program and quality control inspections of food and supplies.
6. Monitors receiving, delivery, and storage of food and supplies for the Food Service Department.
7. Ensures and maintains security and sanitation enforcement of the Food Service warehouse.
8. Maintains inventory of products for distribution to school sites.
9. Coordinates schedules for warehouse and delivery operations to District sites and other partnership programs.
10. Oversees ammonia plant-maintenance repairs and preventive maintenance programs.
11. Oversees bid development as the Food Service Department representative to the District's Purchasing Department.
12. Manages the United States Department of Agriculture (USDA) entitlement for the Food Service Department.
13. Oversees the warehouse, deliveries, the Central Kitchen, and maintenance safety functions; identifies hazards and develops safety programs.
14. Coordinates the Food Service Department's vehicle pool to include maintenance coordination with Transportation.
15. Establishes operational procedures for the verification of incoming and outgoing shipments and the handling and disposition of food/supplies.
16. Prepares, analyzes, and administers budget for warehouse, deliveries, and maintenance operations.
17. Serves as department representative for the District's Food Service facility improvements.
18. Reviews and ensures compliance with Southern Nevada Health District (SNHD) codes and requirements.
19. Oversees the Process Safety Management Program and compliance for Occupational Safety and Health Administration (OSHA) 1190.119 & Risk Management Programs prescribed by the Environmental Protection Agency (EPA) under 40 Code of Federal Regulations (CFR) Part 68.
20. Ensures the preservation and proper rotation of the Food Service Department's food inventory.
21. Trains, supervises, and evaluates assigned staff for Warehouse & Distribution, Procurement, and Maintenance.

22. Applies applicable rules, laws, and regulations to the operation of food service warehouse and delivery.
  23. Performs other tasks related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of and ability to implement United States Department of Transportation (DOT) regulations.
  2. Knowledge of and ability to implement OSHA requirements for warehouse, transportation, and maintenance.
  3. Knowledge of preventative maintenance practices for facility and ammonia refrigeration plants.
  4. Knowledge of food service warehouse receiving, storage, and distribution practices and procedures.
  5. Knowledge of inventory practices and procedures.
  6. Knowledge of laws, regulations, and rules pertaining to warehouse, distribution, and maintenance operations.
  7. Knowledge of Industry purchasing and procurement practices.
  8. Knowledge of Federal and District regulations pertaining to purchasing/procurement.
  9. Knowledge of OSHA and EPA standards and regulations for Hazardous Materials.
  10. Knowledge of widely accepted business practices.
  11. Knowledge of proper Process Safety Management/Risk Management Programs to satisfy EPA and OSHA requirements.
  12. Ability to manage procurement of goods.
  13. Ability to manage diverse teams.
  14. Ability to operate computers and software applications.
  15. Ability to investigate and resolve problems.
  16. Ability to plan, organize, schedule, and set work priorities
  17. Ability to coordinate activities with schools and departments.
  18. Ability to work in confined areas.
  19. Ability to work in temperature extremes of heat and cold.
  20. Ability to work cooperatively with administrators, faculty, parents/guardians, students, and other employees.
  21. Possess physical and mental stamina commensurate with the responsibilities of the position.
  22. Ability to perform work safely.
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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. Hold or be able to acquire, by time of appointment to the position, a Food Handler Safety Training Card from the SNHD.
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. Minimum of five (5) years successful, progressively responsible, supervisory experience in food service warehouse/distribution and procurement. Experience to include coordinating warehouse operations and managing vehicle fleets; writing bid specifications and handling supply chains for products.

## Preferred Qualifications

1. Knowledge of ammonia refrigeration plant maintenance.
2. Knowledge of and experience in facility maintenance, asset repairs, and Process Safety Management and Risk Management 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: 04/04/22
- Created: 03/20/13