

Food Service Specialist

Position Details

Class Code: 5001

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 43 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, participates in ordering and preparation of food and supplies; provides accountability of food, revenue, and child nutrition program records; and demonstrates good customer service in a non-traditional school, alternative school, outlying school, central kitchen, catering, or any facility with a food service program with daily participation of 100-meals equivalent or less.

Essential Duties and Responsibilities

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

1. Participates in preparation and serving of approved menu items and recipes.
2. Provides good customer service to students, parents/guardians, faculty, and administration.
3. Monitors work areas for proper work flow to ensure food items are readily available and cashiering is timely, accurate, and efficient.
4. Follows all Hazard Analysis and Critical Control Points standard operating procedures.
5. Follows all Southern Nevada Health District (SNHD) Food Handler Health Safety Training Card and United States Department of Agriculture nutrition guidelines and regulations pertaining to efficient and sanitary food preparation and service.
6. Cooperates with Health Inspector during inspections; reports results of inspections to Central Office.

7. Accurately accounts for and records the sale of all reimbursable meals and a-la-carte items.
 8. Accurately accounts for all cash and reconciles cash with records.
 9. Submits all required daily and monthly reports.
 10. Works with students, parents/guardians, staff, and administrators to clarify food service meal program questions.
 11. Collects and reviews free and reduced-price meal applications following departmental procedures.
 12. Follows proper meal accountability procedures.
 13. Maintains proper time management to ensure all work is completed during assigned shift.
 14. Identifies and initiates work requests for repairs needed in kitchens.
 15. Attends trainings and informational meetings as required by the Food Service Department.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves food, beverage preparation, and associated food service functions in a Clark County School District (CCSD) setting.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of food service, food preparation, and operation/care of commercial food service equipment.
2. Ability to prepare and maintain accurate records and reports.
3. Ability to plan, organize, and perform work.
4. Ability to effectively manage time and resources to complete work according to assigned schedule.
5. Ability to operate commercial kitchen equipment.
6. Ability to operate a commercial kitchen in a financially sound manner.
7. Ability to perform mathematical computations.
8. Ability to maintain confidentiality of information.
9. Ability to meet pre-determined deadlines.
10. Ability to safely move and relocate heavy objects.
11. Ability to work in confined areas.

12. Ability to work flexible hours and shifts.
 13. Ability to work cooperatively with employees, parents/guardians, students, and other agencies.
 14. Ability to operate computers and learn related software applications.
 15. Ability to interpret and follow instructions.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent, (General Education Development [GED], foreign equivalency, etc.).

NOTE: Individuals hired as either a substitute or regular-status food service worker may not promote, demote, or move laterally from the hired position unless they earn a high school diploma or GED and uploads the document into their online application.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Valid SNHD Food Handler Health Safety Training Card at time of application.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school diploma or other equivalent, (GED, foreign equivalency, etc.).
 2. Copy of a valid driver's license or state-issued identification card.
 3. Valid SNHD Food Handler Safety Training Card.
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Examples of Assigned Work Areas

CCSD schools and facilities.

Work Environment

Strength

Medium/heavy - exert force up to 50-100 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, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Commercial kitchen setting with exposure to occasional hot and cold temperature extremes due to conditions associated with kitchen areas, (ovens, grills, refrigerators/freezers, etc.). 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

CCSD ovens, grills, refrigerators, freezers, slicers, kitchen utensils and appliances; various computer hardware and software applications, telephones, fax machines, copiers, 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: 12/03/24
- Created: 02/10/12