

Food Service Manager I

Position Details

Class Code: 5110

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 50 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, supervises the operation of the food service program in an elementary school or central kitchen.

Essential Duties and Responsibilities

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

1. Supervises the preparation of approved menus/recipes and the serving of hot lunches.
2. Supervises and maintains the cafeteria in a neat and sanitary condition.
3. Maintains standards for efficient and sanitary food preparation and service.
4. Provides instruction and in-service training in the care of equipment, portion control, serving of food, checking of supplies, and record keeping.
5. Orders necessary food and supplies for assigned locations.
6. Checks all items delivered against receipts or requisitions.
7. Counts, verifies, and may make deposits of school lunch monies.
8. Supervises monthly inventory of food and supplies.
9. Prepares control records and daily/monthly report forms.
10. Prepares time cards for assigned employees and evaluates employees in work unit.
11. Collects and reviews free and reduced price meal applications.

12. Resolves food service complaints.
 13. Requests and arranges for substitute workers, as needed.
 14. Provides input for evaluation of assigned staff.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves supervision of an elementary school food service program or central kitchen operation.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of food preparation, food service methods, and equipment.
 2. Ability to plan and organize work.
 3. Ability to supervise and evaluate employees and student workers.
 4. Ability to perform mathematical computations.
 5. Ability to meet predetermined deadlines.
 6. Ability to safely move and relocate heavy objects.
 7. Ability to work cooperatively with employees, parents, and students.
 8. Ability to recognize and report hazards and apply safe work methods.
 9. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. One (1) year of professional experience in preparing and serving food.

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current Southern Nevada Health District (SNHD) Food Handler Safety Training Card at time of application. Card must be maintained for the duration of the assignment.

3. Certification provided by Clark County School District Food Service Department that required Food Service Manager I or II training has been successfully completed, within five (5) months of hire.

Preferred Qualifications

1. Six (6) month Clark County School District Certification for Food Service Manager I or II training programs.
 2. Course credit hours in Food Service from an accredited college, university, training or vocational school.
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Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
 3. Valid Southern Nevada Health District (SNHD) Food Handler Safety Training Card.
 4. Certification provided by Clark County School Department Food Service Department that training has been successfully completed, if applicable.
 5. College transcript and/or certificate from training or vocational school if applicable.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District - Schools and other District facilities.

Work Environment

Strength

Medium/heavy - exerts force up to 50 lbs., frequently; or 10 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. 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, via video conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to

read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Occasional extreme cold and heat due to temperatures associated with kitchen areas (i.e., ovens, grills, refrigerators/freezers, etc.).

Hazards

Furniture, playground/office 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

Ovens, refrigerators, freezers, slicers, kitchen utensils and appliances, various computers and software applications, telephones, fax machines, copy machines, 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: 05/05/23
- Created: 07/01/88