

Food Service Facilities, Equipment, and Maintenance Supervisor

Position Details

Class Code: 5116

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 65 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises the maintenance operations of the central food production facility, school-based kitchen sites, and the cold storage ammonia refrigeration plant for food storage.

Essential Duties and Responsibilities

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

1. Responsible for full compliance, implementation, and management of the Clark County School District's Food Service Process Safety Management of Highly Hazardous Materials for Ammonia Refrigeration.
2. Ensures the safety and wellbeing of all employees and contractors working in and around the District food service facility, by promoting safe practices and ensuring all involved receive appropriate facility-wide ammonia awareness training in a timely manner.
3. Chairs over the following committees formed in compliance with Process Safety Management (PSM); Management of Change (MOC), Standard Operating

Procedures (SOP), Incident Investigation Committee (IIC), and the Food Service Department Safety Committee.

4. Establishes criteria for MOC processes initiated.
5. Oversees, directs, and reviews all changes, modifications, alterations, or upgrades performed on ammonia refrigeration mechanical and electrical controls systems.
6. Manages the ammonia refrigeration mechanical integrity program. Reviews and updates the program as necessary.
7. Reviews and updates ammonia refrigeration system SOP, as necessary or on a routine basis.
8. Initiates and leads incident investigations in compliance with the District's Food Service Process Safety Management program.
9. Initiates, participates, and assists in Process Hazard Analyses to quantify chemical risk of the ammonia refrigeration process to District food service employees, facilities, and contractors.
10. Initiates, participates, and assists in United States Environmental Protection Agency (EPA) Process Safety Management/Risk Management Program Compliance Audits. Submits findings reports to EPA.
11. Annually meets with representatives of the Chemical Accident Prevention Program (CAPP) - Nevada Department of Environmental Protection (NDEP) to conduct scheduled audits of the PSM program and the ammonia refrigeration system physical plant.
12. Meets with representatives from Occupational Safety and Health Administration (OSHA) to resolve issues concerning worker safety.
13. Responsible for staff supervision and property maintenance of District Food Service facilities, including: central kitchen site, administration facility, cold storage/dry storage facility, District school kitchens, and ammonia refrigeration plant.
14. Manages and oversees the preventative maintenance and care of all central kitchen production equipment including large industrial mixers, rotary ovens, bakery production lines, high speed packaging lines, high speed can openers, large industrial high pressure steam kettles, boilers, ice builders, large storage walk-in coolers, freezers, and refrigeration rack systems.
15. Manages and oversees the preventative maintenance and care of the Food Service cold storage/dry storage warehouse facility and offices, including: concrete flooring expansion joints, industrial storage racking system, freezer and cooler automatic sliding doors, dock doors, dock shelters, dock levelers, fire pumps and risers, high bay lighting, office lighting, and other building exterior systems such as rain gutters and fire hydrant systems.

16. Manages the preventative maintenance and care of District schools' kitchen equipment, including: commercial mixers, rotary ovens, convection ovens, microwaves, steam kettles, steam tables, warmers, reach-in refrigerators/freezers, walk-in refrigerators/freezers, under counter refrigeration equipment, stainless steel counters etc.
 17. Responsible for specification and procurement of new and replacement equipment for central and satellite kitchen facilities.
 18. Continuously seeks ways to improve the proper care and upkeep of food service facilities and equipment.
 19. Ensures all food service maintenance employees receive up-to-date training in areas related to job safety, hazard analysis and critical control points (HACCP), food safety, confined spaces, lock out/tag out, and other training to improve employee performance, safety and efficiency.
 20. Meets with architects, designers, consultants, engineers, building contractors, mechanical contractors, electrical contractors, project managers, salespeople, school principals, or other District Maintenance/Facilities personnel to assist in planning and developing projects that will improve District food service facilities.
 21. Works closely with other food service department managers, coordinators, and supervisors to improve employee safety, efficiency and productivity.
 22. May perform first aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED) in emergency situations.
 23. Conforms to safety standards, as prescribed.
 24. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves the responsibility of planning, coordinating, and supervising the staff and operations of a large distribution warehouse, centralized food production and packaging facility, steam plant, and an industrial ammonia refrigeration system plant.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of OSHA Process Safety Management of Highly Hazardous Materials for Ammonia Refrigeration.
2. Knowledge of the Nevada Department of Environmental Protection, Chemical Accident Prevention Program requirements and procedures.

3. Knowledge of major food service/general warehouse receiving, storage, and distribution practices and procedures.
 4. Knowledge of traditional and industrial ammonia refrigeration systems and processes.
 5. Knowledge of steam plant maintenance and processes.
 6. Knowledge of industrial/commercial food processing, production, and packaging equipment.
 7. Knowledge of computer maintenance control systems; reads and uses process flow diagrams, piping and instrumentation diagrams, and "as built" drawings.
 8. Knowledge of first aid, CPR/AED, and Universal Precautions.
 9. Knowledge of perishable food product rotation and storage.
 10. Ability to recognize, understand, and interpret local, state, and national codes and regulations including, but not limited to: Uniform Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Electrical Code (NEC), Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), etc.
 11. Ability to learn and operate computer and software applications.
 12. Ability to train, supervise, and evaluate employees.
 13. Ability to learn and apply applicable rules, regulations, practices and procedures as they relate to the Clark County School District Food Service Program.
 14. Ability to plan, organize, schedule, and set work assignment priorities.
 15. Ability to work rapidly with names, codes, and symbols.
 16. Ability to investigate and resolve problems.
 17. Ability to coordinate activities with schools and departments.
 18. Ability to judge when to act independently and when to refer situations to an administrator.
 19. Ability to work flexible hours and shifts.
 20. Ability to work in confined areas.
 21. Ability to withstand heights and perform work safely.
 22. Ability to cooperate with administrators, faculty, parents, students, and other employees.
 23. Ability to recognize and report hazards and apply safe work methods.
 24. 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. Associate's Degree in Air Conditioning & Refrigeration Technologies; plus, Seven (7) years of technical training and experience in an industrial maintenance field (i.e., operation and maintenance of ammonia and Freon refrigeration systems, steam generation; kitchen equipment, compressed air systems or food handling conveyor systems, etc.)

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Industrial refrigeration certification for ammonia refrigeration system.
4. Current Southern Nevada Health District (SNHD) Food Handler Health Safety Training Card at time of application and must be maintained for the duration of the assignment.
5. Current CPR/AED and First Aid certificates from the American Heart Association, American Red Cross, or other similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. If certifications are not in possession at time of application, they must be obtained within one (1) month of hire date. A copy of the front and back of the CPR/AED and First Aid certificates must be uploaded into the application.
6. Aerial Work Platform certification. Certification must be maintained for the duration of assignment. If certification is not in possession at the time of application, it must be obtained within five (5) months of hire date.
7. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Preferred Qualifications

1. Member of International Institute of Ammonia Refrigeration (IIAR).
 2. Member of Refrigerating Engineers & Technicians Association (RETA).
 3. Management experience and good communication skills.
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Document(s) Required at Time of Application

1. Copy of a valid driver's license that allows the applicant/employee to legally operate a vehicle in Nevada.
 2. Copy of current driving history (dated within six (6) months from date printed) issued by the DMV.
 3. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 4. College transcript(s).
 5. Copy of Industrial refrigeration certification for ammonia refrigeration systems.
 6. Copy of valid Southern Nevada Health District (SNHD) Food Handler Safety Training Card.
 7. Current First Aid certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application.
 8. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 9. Copy of Aerial Work Platform Certification, if in possession at time of application.
 10. Copy of District-issued forklift qualification card, if applicable in possession at time of application.
 11. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District Food Service cold storage/dry storage warehouse facility and offices, central kitchen, and District school kitchens.

Work Environment

Strength

Medium/heavy - exert force of 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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 conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from climate-controlled office settings to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Frequent electrical shock hazards. Furniture, kitchen/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

District-issued/personal vehicles, various computers and software applications, computerized maintenance control systems, hand tools, power tools, ruler, calculator, Volt-Ohm Ammeter (multi-meter), thermometer, pressure gauge, psychrometer, linear displacement meter, micrometer, emergency and personal protective equipment, telephones, fax machines, copy machines, two-way radios, hydraulic lift-gates, pallet jacks (electric), scissor lifts, aerial work platform, forklifts, hand trucks, ladders, 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: 06/02/23
- Created: 10/23/13