

# Central Kitchen Food Service Manager

## Position Details

Class Code: 5121

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, supervises Central Kitchen production scheduling, meal preparation/assembly, production area/equipment sanitation, and food/supply ordering, storage, and distribution to schools/production areas.

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## Essential Duties and Responsibilities

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

1. Supervises and participates in automated meal production; monitors food quality, packing, and assembly operations to detect/resolve equipment malfunctions, improper packaging, and line/assembly sanitation matters; may order line shutdowns to resolve issues.
2. Maintains appropriate facility sanitation, safe working conditions, Hazard Analysis and Critical Control Points (HACCP) standards, Southern Nevada Health District (SNHD) standards, and proper food handling practices/procedures in the food processing facility.
3. Supervises and participates in food preparation, including opening cans/packages, washing fruit/vegetables, and mixing ingredients.

4. Assures availability of foods and packaging materials; directs/supervises the placement, loading, and operation of food dispensing machines.
  5. Determines and controls settings for cooking/baking equipment; mixes ingredients according to recipes in preparing food products.
  6. Supervises/oversees meal counts, ordering of food items, and correct preparation, packing, and labeling of special diet meals/menus.
  7. Conducts, completes, and maintains accurate inventory/production records on a daily basis.
  8. Supervises employee time reporting and personnel staffing.
  9. Confers with registered dietitians on adapting menus to production equipment capabilities.
  10. Coordinates changes in meal production schedules.
  11. Establishes daily production schedules and supervises Central Kitchen staff.
  12. Completes, maintains, and verifies documentation required by SNHD, United States Department of Agriculture (USDA), and other regulatory agencies.
  13. Review procedures with Central Kitchen employees monthly, in accordance with USDA Professional Standards.
  14. Provides input for the 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**

Responsible for planning and supervising Central Kitchen food production operations: preparing, cooking, packaging, and distributing large volumes of pre-plated meals and bulk food on a daily basis.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of bulk food production, cooking, and meal preparation methods/technology.
2. Knowledge of bulk food production costs, portions, and quality assurance/control methods.
3. Knowledge of bulk food ordering, receipt, storage, and packaging procedures.
4. Knowledge of federal, state, and Clark County School District rules/regulations pertaining to school meals and child nutrition.
5. Knowledge of food processing/packaging equipment use and care.

6. Knowledge of rules and regulations pertaining to food handling/storage and food processing facility/equipment operations.
  7. Knowledge of menu selection/presentation considering production equipment capabilities/limitations.
  8. Ability to learn/operate computers and software applications.
  9. Ability to prepare/maintain accurate records and production/expense reports; able to make mathematical calculations.
  10. Ability to plan, schedule, and supervise a large number of employees.
  11. Ability to develop/implement methods for ordering, receiving, inspecting, and storing large volumes of food products and kitchen supplies.
  12. Ability to implement food production, packaging, and quality assurance/control methods.
  13. Ability to review and analyze work procedures/methods; devises and implements improvements.
  14. Ability to establish and maintain effective working relationships with food service personnel, school administrators, and other District personnel.
  15. Ability to communicate effectively, verbally and in writing.
  16. Ability to operate an institutional kitchen in a financially sound manner.
  17. Ability to train, supervise, and evaluate employees.
  18. Ability to maintain confidentiality of information.
  19. Ability to meet predetermined deadlines.
  20. Ability to work in confined areas.
  21. Ability to work cooperatively with, and provide good customer service to employees, parents/guardians, students, and outside agencies.
  22. Ability to recognize/report hazards and apply safe work methods.
  23. 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 Education Development (GED), foreign equivalency, etc.)
2. Two (2) years' experience managing/supervising the operations of a large food production kitchen or major section of a food processing plant, including experience supervising the operations/maintenance of food production equipment.

## **Licenses and Certifications**

1. Current SNHD Food Handler Safety Training Card, which must be maintained for duration of assignment.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
4. Manager Food Safety Certification (i.e. ServSafe). Certification must be maintained for duration of assignment.
5. Occupational Safety and Health Administration (OSHA) 10-hour General Industry Outreach Training completion card, within five (5) months of hire.
6. District-issued Material Handling Equipment Certification. If certificate is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire.

## **Preferred Qualifications**

1. Bilingual/Bi-literate.
  2. School food and nutrition experience.
  3. Culinary and food safety training experience.
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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Current SNHD Food Handler Safety Training Card.
  3. Copy of 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.
  4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Copy of Manager Food Safety Certification (i.e. ServSafe).
  6. Copy of OSHA 10-hour General Industry Outreach Training completion card, if applicable.
  7. Copy of Material Handling Equipment Certification, if applicable.
  8. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

District facilities - Central Kitchen, schools, and other District facilities.

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## Work Environment

### Strength

Medium/heavy - exert force up to 50 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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. 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

Includes climate-controlled office settings, walk-in freezers, and 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

Kitchen equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment.)

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## Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicles, ovens, refrigerators, freezers, slicers, kitchen utensils/appliances, pallet jack, computers and software applications, telephones, fax machines, copiers, etc.

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## **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: 08/04/23
- Created: 12/02/22