

Food Service Supervisor II

Position Details

Class Code: 5260

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises a group of cafeteria food programs.

Essential Duties and Responsibilities

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

1. Supervises a group of cafeteria food programs.
2. Ensures that program operators follow department policies, procedures, and guidelines.
3. Trains employees in equipment care, portion control, food service, and recordkeeping.
4. Plans menus in accordance with department standards.
5. Checks food and labor costs.
6. Evaluates employees.
7. Assists in interviewing and selecting job applicants.
8. Serves as resource person for managers.
9. Maintains records and prepares statistical data summaries for programs and compliance with state/federal regulations.
10. Supervises employee training.
11. Reviews food service complaints with managers and administrators.
12. Conforms to safety standards, as prescribed.

13. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Supervises food programs at school kitchens and the satellite program.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of federal/state guidelines regarding the National School Lunch Program (NSLP).
 2. Knowledge of food preparation and storage.
 3. Knowledge of kitchen equipment.
 4. Ability to plan and organize work.
 5. Ability to supervise and evaluate employees.
 6. Ability to meet deadlines.
 7. Ability to move or relocate heavy objects.
 8. Ability to work cooperatively with employees, parents, and students.
 9. Ability to recognize/report hazards and apply safe work methods.
 10. 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. Three (3) years' experience in food preparation/service, including one (1) year of experience in institutional, commercial, and/or school food service, preferably as a manager.

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. Valid Southern Nevada Health District (SNHD) Safety Training Card at time of hire. Card must be maintained for duration of assignment.

Preferred Qualifications

Experience as a Food Service Manager.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 3. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV.
 4. Valid SNHD Training Card.
 5. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District schools/facilities.

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, stooping, kneeling, crouching, handling, repetitive fine motor activities, tasting, and smelling. 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 and color vision, depth perception and focal length change. 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 cold/heat extremes due to equipment 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, grills, walk-in refrigerators/freezers, slicers, kitchen utensils/appliances, computers/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: 07/14/23
- Created: 08/19/91