

# Food Service Region Supervisor

## Position Details

Class Code: 5270

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general direction, supervises the operations of a group of cafeteria and/or food production programs.

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## Essential Duties and Responsibilities

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

1. Supervises designated cafeteria food programs or the central kitchen.
2. Coordinates the operation of programs with other food service operations within the Food Service Department.
3. Monitors food, supply, and labor costs and makes necessary adjustments in the use of food, supplies, and labor to improve efficiency and financial status of each kitchen.
4. Monitors and inspects the quality of food from storage to preparation and serving; ensures established quality control standards are met.
5. Monitors and inspects work areas for proper flow, to ensure that adequate food items are readily available and cashiering is timely and smooth.
6. Responsible for ensuring financially sound operations in all supervised areas.
7. Maintains records and prepares summaries of statistical data.
8. Implements changes based on findings and directions from immediate supervisor and administrators.

9. Ensures that managers/supervisors of programs follow federal regulations, Clark County School District policies and regulations, and departmental procedures and guidelines.
  10. Trains employees, as well as supervises employee trainings for care of equipment, portion control, serving of food, record keeping, accountability measures, sanitation and safety standards, and customer service.
  11. Assists in developing and implementing in-service training programs to promote new programs and changes in procedure, as necessary.
  12. Provides input for the evaluation of assigned staff.
  13. Assists in the interview and selection of new subordinate personnel.
  14. Assists with other personnel actions that may include progressive discipline, employee placement, etc.
  15. Coordinates communication and development of food service programs between administrators, parents, and food service employees.
  16. Resolves food service complaints.
  17. Reviews inspections from Southern Nevada Health District (SNHD) and takes necessary action.
  18. Meets with school administration to discuss food service issues, as required.
  19. Conforms to safety standards, as prescribed.
  20. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves supervision of food programs at central kitchen, school kitchens, and schools on the dish-up or satellite programs.

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

1. Knowledge of federal/state guidelines related to Child Nutrition Programs.
2. Knowledge of food preparation and storage.
3. Ability to promote the Food Service Department in a positive manner.
4. Ability to implement change to improve financial status of operations.
5. Ability to review and evaluate records and reports.
6. Ability to plan, organize, and prioritize work.
7. Ability to train, supervise, and evaluate employees.
8. Ability to perform required mathematical computations and understand spreadsheets.

9. Ability to maintain confidentiality of information.
  10. Ability to learn to operate a computer and software applications related to work area.
  11. Ability to meet predetermined deadlines and complete required work.
  12. Ability to interpret and explain written and verbal instructions, practices, and procedures.
  13. Ability to interpret and apply District and department policies, practices, and procedures.
  14. Ability to learn and apply operating and safety procedures.
  15. Ability to communicate clearly and concisely, both verbally and in writing.
  16. Ability to work flexible hours and shifts.
  17. Ability to work cooperatively with District staff, parents, students, and outside agencies and apply good customer service.
  18. Ability to recognize and report/correct hazards and apply safe work methods.
  19. 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 of experience as a SNHD Food Service Manager; or, Four (4) years of institutional, commercial; and/or, school district food service experience managing a food production kitchen; or, Associate's degree in a related field (i.e., hotel and restaurant management, nutrition, dietetics, institutional management); and, two (2) years of institutional, commercial; and/or, school district food service management experience in a food production kitchen; or, Bachelor's degree in a related field, (i.e., hotel and restaurant management, nutrition, dietetics, institutional management.)

### **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. SNHD Food Handler Safety Training Card.

## **Preferred Qualifications**

None Specified.

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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 transcripts or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.)
  4. College transcript(s), if applicable.
  5. Current SNHD Food Handler Safety Training Card.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District facilities - schools and department offices.

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## **Work Environment**

### **Strength**

Sedentary/light - exert force up to 10 lbs., occasionally.

### **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 to 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**

Climate-controlled office setting with temperatures ranging from mild to moderate cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **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).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, various computers, printers, telephones, calculators, copy machines, fax machines, 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: 06/02/23
- Created: 12/14/00