

Food Service Personnel / Recruitment Specialist

Position Details

Class Code: 5276

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 53 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direction, performs daily Food Service Department personnel functions, including interviewing and hiring staff, as well as administrative tasks in support of efficient, effective operations; performs related duties, as assigned.

Essential Duties and Responsibilities

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

1. Performs generalist functions such as employee relations, recruitment, workforce planning, employee retention, and coaching/development.
2. Assists with general and technical human resources information, including explaining Food Service procedures/programs; researches issues and responds appropriately; answers questions and resolves routine problems; independently assesses and refers more complex issues to appropriate staff.
3. Participates in recruitment and selection functions; places job advertisements, assists in screening applications, coordinates new hire processing/paperwork, assists new employees in completing documents, reviews documents for accuracy, and follows-up on incorrect/missing items.

4. Performs Food Service Human Capital Management (HCM) functions such as inputting, verifying, and maintaining data across all HCM systems; ensures inclusion and accuracy of required documents; trains staff on system input and creates training aides; guides/assists staff in resolving related issues.
5. Reviews/processes requisitions and related documents; enters, updates, and maintains employee records in the HCM system.
6. Works with other Clark County School District departments in establishing regular communications with injured workers; maintains awareness of workers' compensation and disability related issues; informs management of injured/disabled employees' statuses.
7. Receives/reviews timesheets and other payroll information, coordinates changes, and facilitates payroll processing in accordance with negotiated agreements, administrative policies/regulations, and federal/state laws.
8. Compiles job descriptions and compensation data to prepare reports requested by Food Service management.
9. Maintains employee licenses/certifications to ensure compliance with job descriptions and department policies.
10. Creates, maintains, and updates reference/training materials and internal procedure manuals.
11. Prepares memos, letters, reports, forms, etc.
12. Coordinates personnel programs, projects, and special events within the Food Service Department.
13. Attends and participates in professional/community meetings to recruit those interested in employment with CCSD Food Service.
14. Builds applicant sources by researching/contacting community organizations, higher education institutions, employment agencies/websites, recruiters, etc.
15. Researches, organizes, and attends job fairs, campus events, and other recruitment opportunities to source candidates.
16. Consults with hiring managers to understand the requirements, duties, and qualifications of specified vacant positions.
17. Screens and selects qualified candidates for interviews; connects viable candidates with hiring managers.
18. Assists in conducting interviews alongside managers, directors, and other stakeholders, or independently.
19. Counsels candidates on the interview and hiring processes.
20. Follows up with hiring managers after interviews to determine if placement(s) can be made; collects feedback when placement is unsuccessful.
21. Schedules interviews; oversees preparation of interview questions and other hiring/selection materials.

22. Identifies and implements efficient, effective recruiting methods/strategies based on available role(s), industry standards, and department needs.
 23. Conforms to safety standards, as prescribed.
 24. Performs other duties related to the position, as assigned.
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Distinguishing Characteristics

Plans, coordinates, and monitors Food Service personnel activities.

Knowledge, Skills, and Abilities (Position Expectations)

1. Thorough knowledge of HCM practices/procedures.
 2. Knowledge of office practices including records retention, filing, and standard office equipment operations.
 3. Knowledge of District policies, regulations, negotiated agreements, and legislation impacting Food Service personnel functions.
 4. Ability to work independently; exercises initiative and independent judgement.
 5. Ability to update and maintain comprehensive filing/database systems.
 6. Ability to establish/maintain effective working relationships; deals courteously and professionally with the public.
 7. Ability to prepare professional-level reports, correspondence, and other documents.
 8. Ability to communicate effectively, verbally and in writing, with people of diverse ethnic, educational, and economic backgrounds.
 9. Ability to communicate effectively in front of groups.
 10. Ability to read/interpret rules, laws, and ordinances and apply them in the course of work.
 11. Ability to exercise good judgement and maintain confidentiality of personnel issues.
 12. Skill/proficiency in Microsoft Office applications.
 13. 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 equivalent (i.e. General Educational Development (GED), foreign equivalency, etc.)
2. Have completed a minimum of 60 credit hours, or possess an associate's degree or higher from an accredited college/university, plus two (2) years' progressively responsible work experience in human resources, payroll systems, business functions, etc.; or,
Four (4) years' progressively responsible work experience as described above.

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 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.

Preferred Qualifications

1. Public sector human resources experience
2. Certification as a human resources professional by the Society for Human Resources Management (SHRM) or the International Public Management Association for HR (IPMA-HR)

Document(s) Required at Time of Application

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

Examples of Assigned Work Areas

CCSD Food Service Administrative Offices

Work Environment

Strength

Sedentary/light – exert force up to 25 lbs.

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

Climate-controlled office settings 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, 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, computers, printers, copiers, calculators/10-key adding machines, fax machines, telephones, 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: 07/25/23
- Created: 11/22/19