

Food Service Maintenance Supervisor

Position Details

Class Code: 5305

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 58 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, supervises, schedules, and evaluates the work of food service equipment technicians.

Essential Duties and Responsibilities

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

1. Supervises, inspects, surveys, plans, organizes, directs, schedules, and evaluates the work of food service equipment technicians.
2. Supervises and inspects work in progress.
3. Inspects and approves or disapproves work on completion.
4. Communicates and coordinates work with Clark County School District personnel, contractors, vendors, and other trades regarding equipment warranties, including rehab/modernization projects and new school projects.
5. Inspects equipment and sites to determine materials, labor needs, and costs.
6. Monitors inventory and initiates requests for parts and supplies.
7. Researches equipment and materials; assists with development of specifications.
8. Uses computerized record keeping system to maintain a service log on all equipment repaired.

9. Approves or disapproves of contracted services from vendors for payment upon completion of services.
 10. Provides instructions and training to school and department staff on the operation and care of equipment.
 11. Purchases supplies and equipment from vendors and contractors.
 12. Communicates and makes recommendations to schools/departments on the purchase of new equipment.
 13. Monitors contracts and certificates for all commercial food service equipment/machines to ensure compliance.
 14. Inspects, services, repairs, and installs commercial food service equipment and other associated equipment.
 15. Troubleshoots, repairs, and maintains all food service sites including the central food service facility.
 16. Provides input into the evaluation of employees.
 17. Responsible for the safe handling and disposal of hazardous materials.
 18. Provides annual hazardous material log and copies of all related Material Safety Data Sheets to food service equipment technicians, as appropriate.
 19. Conforms to safety standards, as prescribed.
 20. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves planning, supervising, and inspecting the work of food service equipment technicians.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of electrical and mechanical food service or industrial arts equipment.
2. Knowledge of computer operations including various software applications.
3. Knowledge of basic first aid and Universal Precautions.
4. Ability to read and interpret blueprints, schematics, specifications, floor plans, and site maps.
5. Ability to learn various software applications.
6. Ability to operate hand and power tools.

7. Ability to recognize, understand, interpret, and apply all local, state, national, and federal codes and regulations including, but not limited to: Uniform Building Code (UBC), Uniform Mechanical Code (UMC), National Fire Protection Association (NFPA), National Electrical Code (NEC), Americans with Disabilities Act (ADA) regulations, etc.
 8. Ability to develop, learn, and apply operating safety and work procedures.
 9. Ability to meet predetermined deadlines.
 10. Ability to provide cost estimate information.
 11. Ability to read and interpret written and/or verbal instructions.
 12. Ability to plan and organize work.
 13. Ability to communicate effectively both verbally and in writing.
 14. Ability to supervise and evaluate employees.
 15. Ability to work flexible shifts and hours.
 16. Ability to work in confined areas.
 17. Ability to withstand heights and perform work safely.
 18. Ability to work cooperatively with employees, vendors, and the public.
 19. Ability to recognize and report hazards and apply safe work methods.
 20. 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. Five (5) years of experience in the repair and maintenance of electrical and mechanical food service or industrial arts equipment; or, Three (3) years of experience as outlined above, plus two (2) years of formal training (i.e., trade school or college course work equivalent to an associate degree in electronics) from an accredited college or trade/vocational institution.

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. Southern Nevada Health District (SNHD) Food Handler Safety Training Card. If card is not in possession at time of application, it must be obtained within one (1) month of hire date and must be maintained for the duration of the assignment.
4. 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.
5. 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. One (1) year of supervisory experience.
 2. Third Class Boiler Operator's Certificate.
 3. Knowledge of self-contained as well as remote refrigeration systems.
 4. Experience in operation of high-pressure steam boiler.
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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), if applicable.
 5. Valid SNHD Food Handler Safety Training Card, if in possession at time of application.
 6. Copy of Aerial Work Platform Certification, if in possession at time of application.
 7. District-issued forklift qualification card, if in possession at time of application.
 8. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities – department offices and schools (i.e., classrooms, computer labs, graphic arts areas, cafeterias, theaters, etc.).

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, climbing, balancing, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. 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 a climate-controlled office setting 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

Exposure to electric shock 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

Cleaning solvents, spray lubricants, spray paints, electrical and electronic testing equipment, hand-, power-, and pneumatic tools and equipment, two-way radios, computers, forklifts, manlifts aerial work platform, pallet-jacks, 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: 03/22/07