

Director II, Food Service School Operations

Position Details

Job Code: U7101

Reference Code: A743

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 43 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

Position Summary

This position functions to direct all school-level food service operations within the Clark County School District (CCSD). The position is directly responsible to the Director IV, Food Service Department, Operational Services Unit (OSU).

Essential Duties and Responsibilities

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

1. Plans, organizes, directs, coordinates, and reviews districtwide food service school operations, trainings, Hazard Analysis and Critical Control Points (HACCP), and food safety.
2. Oversees the training programs for food service school personnel to include food safety, sanitation, personal safety, food production, and financial accountability.
3. Directs the overall food service meal programs for schools within CCSD.
4. Manages and participates in the administration of applicable collective bargaining agreements, employee performance evaluations, and discipline and grievance procedures.

5. Problem solving daily issues that relates to compliance, staffing, and meal services; efficiently addresses service concerns and/or requests.
6. Influences team to support student achievement and ensures all schools have the support to positively impact and eliminate barriers for students.
7. Plans and supervises the deployment of personnel, equipment, and use of facilities for greatest efficiency and cost effectiveness.
8. Evaluates and makes adjustments as business demands are warranted.
9. Ensures outstanding customer service is practiced in all school food service locations.
10. Assures that food service school operations, services, equipment, facilities, and procedures conform to applicable regulations and CCSD policies.
11. Establishes and enforces clear expectations of all team members as well as fosters a positive work environment.
12. Plans and supervises the deployment of personnel, equipment, and use of facilities for greatest efficiency and cost effectiveness.
13. Analyzes financial reports including budgets, profit and loss statements, and key financial indicators such as food and labor costs.
14. Participates in menu planning, product development, and selection; including bid specification reviews.
15. Resolves concerns regarding food quality or customer service.
16. Conducts investigations, maintains records, and represents the organization at hearings.
17. Ensures legal compliance by monitoring and implementing applicable CCSD, federal, and state requirements.
18. Coordinates special requests, events, and parent/guardian concerns with principals and other departments.
19. Recommends updates for standard kitchen equipment lists.
20. Supports all administrators in achieving goals in alignment with CCSD's Strategic Plan.
21. Addresses low performing sites with additional training and support.
22. Analyzes data to develop strategies to maintain food and labor costs.
23. Plans and administers, or assists in administering the department's budget and may control expenditures for other appropriations; develops and analyzes management and statistical information to make informed decisions.
24. Reviews and resolves concerns regarding food quality or customer service.
25. Analyzes Profit and Loss statements.
26. Prepares reports and publications or presentations.
27. Supervises and evaluates assigned staff.
28. Performs other duties related to the position, as assigned.

Position Expectations

1. Knowledge of principles, methods, and best practices of providing effective child nutrition services to the students of CCSD to include extensive knowledge of federal regulations pertaining to the United States Department of Agriculture (USDA) Child Nutrition Programs.
2. Knowledge of accounting, budgeting, food production, Point of Service (POS) software applications, Excel spreadsheets, and Word programs and others, as applicable.
3. Knowledge of principles of management as applied to a large scale, decentralized cafeteria and food service operation.
4. Knowledge of basic concepts and business application of data processing systems and procedures.
5. Knowledge of principles of training, employee evaluations, and employee relations.
6. Knowledge of CCSD collective bargaining agreements (CBAs).
7. Knowledge of applicable concepts of progressive discipline.
8. Knowledge of basic concepts of Occupational Safety and Health Administration (OSHA) regulations.
9. Knowledge of food safety health codes.
10. Knowledge of CCSD regulations, practices, and policies.
11. Ability to plan, schedule, and direct multiple operations, delegate to subordinates, and evaluate operational effectiveness.
12. Ability to develop and implement policies, rules, regulations, and procedures.
13. Ability to analyze written materials and oral communications.
14. Ability to direct and evaluate staff training.
15. Ability to make, support, and explain recommendations and decisions.
16. Ability to interpret and apply CCSD policies and regulations; and department practices and procedures.
17. Ability to learn and apply operating and safety procedures.
18. Ability to communicate clearly and concisely, both verbally and in writing.
19. Ability to maintain confidentiality of information
20. Ability to implement change to improve financial status of operation.
21. Ability to meet predetermined deadlines and complete required work.
22. Ability to operate various computer software applications.
23. Ability to conduct detailed investigations.
24. Ability to resolve problems.
25. Ability to plan, organize, schedule, and set work priorities.

26. Ability to coordinate activities with schools and departments.

Position Requirements

Education and Training

An earned bachelor's degree from an accredited college or university; or,
Equivalent educational experience, with academic major in food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or,

An earned bachelor's degree from an accredited college or university in any academic major, and a state recognized certificate for school nutrition directors; or,

An earned bachelor's degree from an accredited college or university in any major and at least five (5) years of experience in management of school nutrition programs; or,

Currently serving as a professional-technical employee with the Clark County School District.

* Minimum Education Standards for School Nutrition Directors as required by USDA Professional Standards per 7 CFR §210.30(b)(1)(iii)

Licenses and Certifications

1. ServSafe Certification or applicable equivalent.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
3. Successful performance in the position held at the time of application.

Experience

1. Satisfactory service in corresponding or related positions, or five (5) years successful supervisory experience related to the administrative position.
2. Five (5) years of successful, progressively responsible, professional experience, which includes management-level experience coordinating, developing, and implementing procedures and processes for food service programs.

Preferred Qualifications

None specified.

When applying for an administrative position, candidates must meet the minimum qualifications as listed on the appropriate position vacancy announcement.

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: 05/22/25
- Created: 03/20/13