

Secondary Food Service Manager

Position Details

Class Code: 5005

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 51 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, the Secondary Food Service Manager is responsible for overseeing the efficient operation of full preparation kitchens in Clark County School District (CCSD) secondary schools with a food service program. This role involves supervising the preparation and serving of meals for secondary school feeding programs, ensuring compliance with federal, state, and CCSD meal requirements. The position includes administrative duties, such as managing food service personnel, ordering supplies, and implementing safety measures.

Essential Duties and Responsibilities

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

1. Supervises and participates in the preparation, heating or cooking, assembling, and serving of food for students and faculty.
2. Provides proper customer service to students, parents/guardians, faculty, and administration and ensures that proper customer service is provided by food service personnel.
3. Maintains food quality standards, including appearance and taste.
4. Follows standardized recipes or procedures to prepare or heat food and follows approved portion guidelines.
5. Ensures that meals meet federal, state, and CCSD meal requirements.
6. Supervises food service personnel by setting up work schedules, assigning and

- directing work, evaluating work performance, counseling, recommending disciplinary action, and participating in on-the-job training of food service personnel.
7. Orders food and supplies and ensures the availability of required items, including proper storage and use.
 8. Checks deliveries against manifests and invoices and contacts supervisor to correct errors.
 9. Completes and monitors production reports to determine ordering, storage, sales, and student participation for cost-effectiveness, efficiency, and operating the kitchen in a financially sound manner.
 10. Ensures accurate meal count by eligibility category is taken at point of service.
 11. Takes daily and monthly inventories of food and supplies.
 12. Follows approved food safety procedures to ensure that sanitary working conditions are maintained in food service environments.
 13. Prepares, forwards, reviews, and maintains files of records and reports required by the Food Service Department.
 14. Prepares all cash deposits, follows cash handling procedures, and ensures that bank deposits are made by authorized personnel.
 15. Follows CCSD Food Service Department, Southern Nevada Health District (SNHD) and United States Department of Agriculture (USDA) nutrition guidelines, rules, and/or regulations pertaining to efficient and sanitary food preparation and service.
 16. Provides instruction and in-service training to employees.
 17. Initiates requests for equipment repairs or replacement and pest control services.
 18. Implements security measures to prevent vandalism and theft.
 19. Verifies and approves reported time worked and use of absence codes of assigned personnel.
 20. Maintains proper time management to ensure all work is completed during assigned time.
 21. May operate special feeding programs for other locations.
 22. May provide food service for special events as requested by school administrators and approved by the Food Service Department.
 23. May travel to and from various schools and other CCSD facilities.
 24. May transport food and supplies between locations.
 25. Empties and cleans wastepaper baskets and other refuse containers.
 26. Attends training and informational meetings held by the Food Service Department.
 27. Reviews and approves timesheets and other submitted payroll information for direct reports and initiates changes as appropriate, in accordance with negotiated

- agreements, administrative policies/regulations, and federal and state laws.
28. Conforms to safety standards, as prescribed.
29. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves responsibility for food preparation, service, and accountability in child nutrition programs, emphasizing excellent customer service. Reporting to the Food Service Supervisor II and Region Food Services Supervisor, the Secondary Food Service Manager operates in secondary school cafeterias.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of food preparation; food service management, storage, and service; use and care of kitchen and food service equipment.
2. Knowledge of health and safety rules and regulations pertaining to food establishments.
3. Knowledge of dietary restrictions and food allergies.
4. Knowledge of kitchen sanitation and cleanliness standards.
5. Knowledge of nutritional and operational requirements of USDA Child Nutrition Programs.
6. Knowledge of meal production planning and scheduling.
7. Ability to use and operate technological equipment and software applications.
8. Ability to prepare and maintain clear and concise reports.
9. Ability to travel to and from various schools and other CCSD facilities.
10. Ability to plan and organize work and meet predetermined deadlines.
11. Ability to effectively manage resources to complete work in assigned time.
12. Ability to operate an institutional kitchen in a financially sound manner.
13. Ability to train, supervise, and evaluate employees and student helpers.
14. Ability to perform mathematical computations.
15. Ability to maintain confidentiality of information.
16. Ability to complete the required work.
17. Ability to safely move or relocate heavy objects.
18. Ability to work in confined areas.
19. Ability to work flexible hours/shifts.
20. Ability to work cooperatively with and provide good customer service to employees, parents/guardians, students, and other entities.

21. Ability to understand food cost control and budget management.
 22. Ability to multitask and prioritize tasks effectively.
 23. Ability to communicate clearly and concisely, both verbally and in writing.
 24. Ability to complete mandatory USDA professional standards training requirements.
 25. Ability to adapt to changes as they occur.
 26. Ability to interpret and follow instructions.
 27. Ability to provide own transportation.
 28. Ability to recognize and report hazards and apply safe work methods.
 29. 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 (General Educational Development [GED], foreign equivalency, etc.).
2. Two (2) years of institutional, commercial, and/or school district food service experience preparing and/or serving food; or,
A minimum of 30 college credit hours from an accredited college or university in a related field (e.g., hotel and restaurant management, nutrition, dietetics, institutional management) and one (1) year of institutional, commercial and/or school district food service experience preparing and/or serving food.

Licenses and Certifications

1. Applicant/employee must be able to provide their own transportation.
2. Certification provided by CCSD Food Service Department verifying that required Secondary Food Service Manager training has been successfully completed within the first year of employment.
3. Current SNHD Food Handler Safety Training Card. Card must be maintained for the duration of the assignment.
4. Current Food Protection Manager Certification (i.e., ServSafe). Certification must be maintained for the duration of the assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (GED, foreign equivalency, etc.).
 2. College transcript(s) from an accredited college or university, if applicable.
 3. Copy of completed CCSD Secondary Food Service Manager training certification, if applicable.
 4. Copy of SNHD Food Handler Safety Training Card.
 5. Copy of Food Protection Manager Certification (i.e., ServSafe).
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD – schools.

Work Environment

Strength

Medium/heavy - exert force up to 50-100 lbs., occasionally; 25-50 lbs., frequently; 10-25 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 conferences and computers, or over the telephone. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, Video Display Terminal screens, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting, walk-in freezers, 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

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, refrigerators, freezers, slicers, kitchen utensils and appliances, various computers and software applications, telephones, document scanners, copiers, 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: 06/03/25
- Created: 05/22/24