

# FOOD SERVICE FACILITY OPERATIONS SUPERVISOR

## Position Details

Class Code: 5115

Job Family: Food Service

Classification: Support Professional

Terms of Employment: Pay Grade 52 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under direction, oversees the cleanliness, sanitation, and general maintenance of the Clark County School District Food Service cold storage facility offices, warehouse, central kitchen, and grounds.

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## Essential Duties and Responsibilities

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

1. Trains, supervises, and inspects work performed by custodial staff; coordinates, leads, assigns work, assists in the development of work schedules, and provides input into evaluation of assigned custodial staff.
2. Cooperates with Food Service Facility Management/Administration regarding use of the facility for various activities.
3. Ensures all appropriate health precautions are taken to maintain the safety of facility employees, custodians, and visitors; instructs custodial personnel in developing and facilitating safe work practices; and ensures all gates, doors, rooms, and buildings are secured after daily use and servicing.
4. Ensures all cleaning agents and maintenance equipment are used in accordance with label instructions and prescribed safety precautions and procedures.

5. Performs custodial work (i.e., cleans, sanitizes, maintains, and provides for the general upkeep of building facilities and grounds) by performing a variety of duties including, but not limited to: vacuuming, sweeping, mopping, shampooing rugs and carpets; polishing, scrubbing, stripping, sealing and waxing floors; removing spots and graffiti; cleaning, dusting, and polishing woodwork, furniture, glass, and other items; washing walls, fixtures, windows, drinking fountains, drains, floor sinks, lights, light fixtures and painted surfaces; servicing soap and towel dispensers and similar containers; cleaning marker boards and trays; moving furniture and equipment; and operating and maintaining gasoline-powered sweepers, electric polishers, and power carts.
  6. Ensures proper cleanliness and sanitation of the Central Kitchen facility on a daily/nightly basis to meet Southern Nevada Health District (SNHD) requirements and regulations for food service establishments.
  7. Utilizes various cleaning agents and general maintenance equipment in accordance with prescribed safety precautions and directions.
  8. Submits requisition requests within budget allocations. Receives and distributes custodial supplies, chemicals, and equipment.
  9. Submits work order requests for electrical, carpentry, masonry, heating, and plumbing for building, grounds, and facility maintenance and repair, as needed.
  10. Assists craft or tradesman with moderately complex repairs or renovations; may be required to monitor boilers when assigned to facilities with this equipment.
  11. Conforms to safety standards, as prescribed.
  12. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves ensuring all custodial work is performed within the framework of pre-established policies and procedures of the Food Service Department and in accordance with prescribed safety precautions and directions.

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

1. Knowledge of various cleaning agents; ability to use such in accordance with prescribed safety precautions and directions.
2. Ability to use standard materials, methods, and equipment in completion of custodial work.
3. Ability to understand and follow written and oral instructions.

4. Ability to read and write; ability to perform basic arithmetic.
  5. Ability to effectively supervise a staff comprised of entry-level custodial personnel carrying out janitorial/maintenance activities.
  6. Ability to prioritize and coordinate custodial work.
  7. Ability to establish and maintain effective working relationships with custodians; ability to work cooperatively with employees and the general public.
  8. Ability to carry out assignments with minimal instructions.
  9. Ability to perform duties with a professional and cooperative work ethic.
  10. Ability to adhere to prescribed routines and practices.
  11. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.).
  12. Ability to work at heights up to 12 feet.
  13. Ability to withstand exposure to dust, mold, fiberglass, and various chemicals.
  14. Ability to recognize and report hazards and ensure adherence to safe work methods are adhered to.
  15. Ability to work flexible hour's necessary for the efficient operation of the department.
  16. 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. Any combination of experience equivalent to two (2) years as a Head Custodian II or higher in the Clark County School District; or, Three (3) years custodial experience as a supervisor outside Clark County School District with equivalent duties and responsibilities.

### **Licenses and Certifications**

1. A valid driver's license that allows that 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 at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

3. Current SNHD Food Handler Safety Training Card at time of application 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.

## **Preferred Qualifications**

None Specified.

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## **Document(s) Required at Time of Application**

1. High school transcript or other equivalent (i.e., GED, college, technical, or trade school transcript, foreign equivalency, etc.).
  2. A valid driver's license that allows that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
  4. Copy of valid SNHD Food Handler Safety Training Card.
  5. Copy of Aerial Work Platform Certification, if in possession at time of application.
  6. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District Food Service cold storage facility offices, warehouse, central kitchen, and grounds consisting of 370,000 square feet; offices, restrooms, large industrial warehouses, large industrial coolers and freezers, industrial production kitchen.

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## **Work Environment**

### **Strength**

Medium/Heavy - Exert force 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, 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. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screens or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work outside 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, kitchen/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, portable manlift aerial work platform, truck-mounted carpet extractor, various cleaning equipment (i.e., vacuum, buffer, etc.).

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## **AA/EOE Statement**

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

## **Job Revision Information**

- Revised: 05/03/21
- Created: 01/28/13