

Food Service Manager II

Position Details

Class Code: 5120

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, supervises the operation of a full preparation kitchen in Clark County School District schools, central kitchen, or other facilities with a food service program.

Essential Duties and Responsibilities

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

1. Supervises the preparation of approved menus/recipes, and the serving of meals and a la carte items.
2. Follows District Food Service Department, Clark County Health District, and USDA nutrition guidelines, rules and/or regulations pertaining to efficient and sanitary food preparation and service.
3. Provides instruction and in-service training to employees and student helpers in the care of equipment, portion control, serving of food, checking of supplies, sanitation and safety, good customer services techniques, and proper record keeping.
4. Orders, receives, stores, and utilizes necessary food and supplies for assigned location(s).
5. Counts and verifies cash, prepares daily cash deposits and computer records, and reconciles cash with accounting records if applicable.

6. Maintains and records appropriate inventory levels of food and supplies as directed.
 7. Compiles and submits daily and monthly reports.
 8. Submits employee payroll records.
 9. Works with students, parents, and staff to clarify food service meal concerns.
 10. Insures accurate meal count by eligibility category is taken at point of service.
 11. Collects, reviews, and records free and reduced price meal applications following departmental procedures; inputs information and maintains computer database if applicable.
 12. Requests and/or schedules substitute workers as needed.
 13. Effectively manages resources to complete work in the assigned time.
 14. Provides input for the evaluation of assigned staff and student helpers.
 15. Responsible for operating kitchen in a financially sound manner.
 16. Conforms to safety standards, as prescribed.
 17. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Food Service Manager II involves the supervision of a full production kitchen in a middle school or higher, serving an average of 400 or more lunches per day, or a non-program school with daily revenue above that of the average program school serving 400 or more lunches per day.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of food preparation, food service management, operation, and care of commercial food service equipment.
2. Ability to learn and operate computers and software applications.
3. Ability to prepare and maintain accurate records and reports.
4. Ability to plan and organize work.
5. Ability to effectively manage resources to complete work in assigned time.
6. Ability to operate an institutional kitchen in a financially sound manner.
7. Ability to train, supervise, and evaluate employees and student helpers.
8. Ability to perform mathematical computations.
9. Ability to maintain confidentiality of information.
10. Ability to meet predetermined deadlines.
11. Ability to complete the required work.

12. Ability to safely move and relocate heavy objects.
 13. Ability to work in confined areas.
 14. Ability to work flexible hours and shifts.
 15. Ability to work cooperatively with and provide good customer service to employees, parents, students, and outside agencies.
 16. Ability to recognize and report hazards and apply safe work methods.
 17. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

High school graduation or other equivalent, (i.e., General Education Development (GED), foreign equivalency, etc).

Two (2) years of experience preparing and/or serving food in the Clark County School District; or,

Three (3) years of institutional, commercial, service experience preparing and/or serving food; or,

Bachelor's degree in a related field, (i.e., hotel and restaurant management, nutrition, dietetics, institutional management).

Licenses and Certifications

A valid driver's license or state-issued identification card.

Current Southern Nevada Health District (SNHD) Food Handler Safety Training Card at time of application. Card must be maintained for the duration of the assignment.

Certification provided by Clark County School District Food Service Department that required Food Service Manager II training has been successfully completed, within five (5) months of hire.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

Copy of a valid driver's license or state-issued identification card.

High school transcript or other equivalent, (i.e., GED, foreign equivalency, etc.).

College transcript(s) if applicable.

Current Southern Nevada Health District (SNHD) Food Handler Safety Training Card.

Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas

Clark County School District - Schools and other District facilities.

Work Environment

Strength

Medium/heavy - exert force up to 50 lbs., frequently; or 10 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, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Occasional extreme cold and heat due to temperatures associated with kitchen areas (i.e., ovens, grills, refrigerators/freezers, etc.).

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

District-issued/personal vehicles, ovens, refrigerators, freezers, slicers, kitchen utensils and appliances, various computers and software applications, telephones, fax machines, copy machines, 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: 05/05/23
- Created: 07/01/88