

Central Kitchen Food Service Supervisor

Position Details

Class Code: 5281

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 57 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, plans, coordinates, and supervises the operation of the Central Kitchen and manages activities pertaining to preparing and packaging large volumes of pre-plated meals and individual food items in large quantities.

Essential Duties and Responsibilities

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

1. Plans and establishes the work schedules and assignments for food processing and handling standards employee who prepare and package meals and food items.
2. Plans, develops, conducts, and oversees training programs for all Central Kitchen employees in accordance with United States Department of Agriculture (USDA) Professional Standards.
3. Confers with appropriate departments to evaluate and make recommendations regarding the purchase, installation, service, modification, and replacement of food processing and packaging equipment to meet production needs.
4. Plans and directs the ordering, receipt, inspection, storage, and inventory control of food products and supplies used in the Central Kitchen and maintains contact with the warehouse to assure accurate and timely deliveries.

5. Coordinates meal planning and supervises production to assure that recipes and menus are followed in accordance with federal, state, and Clark County School District rules, regulations, and policies.
 6. Establishes and maintains appropriate facility sanitation, safe working conditions, Hazard Analysis and Critical Control Points (HACCP) standards, Southern Nevada Health District (SNHD) standards, and proper food handling practices and procedures in the food processing facility.
 7. Directs the ordering, assembling, packaging, and storage of foods.
 8. Collaborates with the Food Services Department leadership team regarding menu development, strategic plans, and emergency plans.
 9. Prepares, reviews, and maintains cost and production records and reports.
 10. Interviews, selects, assigns, and provides input into the evaluation of employees.
 11. Confers with Food Services Department administration and personnel regarding matters such as food preparation needs and techniques, food quality controls, menu acceptability, and ordering of supplies.
 12. Conducts time and motion studies on food preparation and packaging processes, as needed.
 13. Utilizes food services management systems or other applicable computer programs to place orders, account for production waste, and cost per meal.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves supervision of all Central Kitchen staff, maintaining product inventory, employee training, recipe development, and menu compliance.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of health, safety, sanitation, HACCP procedures, and SNHD standards pertaining to the handling, storage, and reheating of foods and the operation of a food packaging facility.
2. Knowledge of federal, state, and District rules and regulations pertaining to school meals and child nutrition.
3. Knowledge of principles of personnel management and labor relations, including labor contract administration.

4. Knowledge of principles and practices involved in organization and management of a large food processing and packaging facility, recipe and menu development, selection, and presentation.
 5. Knowledge of nutrition requirements, food values, and federal and state governing child nutrition programs.
 6. Knowledge of and practices positive customer service skills, proven leadership skills and ability to work cooperatively with others.
 7. Knowledge of food production costing, portion control, inventory management, and quality assurance and control methods in a large food processing operation.
 8. Knowledge of procedures for ordering, receiving, storing, and packaging meals and foods items in large quantities.
 9. Knowledge of and ability to use and care of equipment used in large-scale kitchen facilities.
 10. Ability to communicate effectively, orally, and in writing.
 11. Ability to plan and conduct orientation and training and motivate others.
 12. Ability to recognize and report hazards and apply safe work methods.
 13. Excellent planning, organizational, and coordinating skills to manage daily operations.
 14. Ability to review and analyze work procedures and methods and devise and implement improvements.
 15. Ability to work under pressure.
 16. Ability to develop and maintain accurate records, make mathematical computations, and prepare and present reports.
 17. Ability to interpret and follow provided instructions.
 18. Ability to safely move and relocate heavy objects.
 19. Ability to effectively problem solve and decision making skills; shows initiative and creativity.
 20. Ability to use computer software to maintain inventory and production records and learn related software applications (i.e. Edison, human capital management (HCM), email, etc.).
 21. Ability to manage multiple tasks in a high paced work environment and effectively deal with difficult situations in the workplace.
 22. Ability to operate material handling equipment, such as a motorized pallet jack.
 23. Ability to plan, schedule, and supervise the work of a large number of employees.
 24. 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. Four (4) in managing or supervising the food production or operations in a large-scale kitchen facility; or,
An Associate's degree from an accredited college or university in dietetics, nutrition, culinary arts, food and beverage management, or a related field can be substituted for two (2) years of experience.

Licenses and Certifications

1. Valid SNHD Food Handler Safety Training Card at time of hire. Training Card must be maintained for the duration of the assignment.
2. 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.
3. 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.
4. Servsafe Certification required within five (5) months the start of employment. Certification must be maintained for the duration of the assignment.

Conditions of Employment

None specified.

Preferred Qualifications

1. Bilingual/Bi-literate.
2. School food and nutrition experience.
3. Culinary and food safety training experience.

Document(s) Required at Time of Application

1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. College degree from an accredited college or university or equivalent, if applicable.
3. Copy of current SNHD Food Handler Safety Training Card.

4. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 5. Current copy of driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles.
 6. Servsafe Certification, if applicable.
 7. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

Clark County School District facilities - schools and department offices.

Work Environment

Strength

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

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical kitchen setting and use commercial kitchen equipment. Hearing and speech to communicate in person 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, and 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

Kitchen 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 vehicle, various computers, printers, typewriters, telephones, calculators, copy machines, fax machines, operate material handling equipment, ovens, grills, refrigerators, freezers, slicers, kitchen utensils, and appliances, 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: 08/01/22
- Created: 08/01/22