

**CLARK COUNTY SCHOOL DISTRICT**  
**Human Resources Division**

**DIRECTOR III – FOOD SERVICE**

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Reference Code: A594

Division: Operations Support Unit

Classification: Professional-Technical

Terms of Employment: Range 44 of the Unified Administrative Salary Schedule, 12 Months

FLSA STATUS: EXEMPT

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**POSITION SUMMARY:** This position functions to oversee the nutritional well-being of Clark County School District students by providing healthy, well-balanced, and reasonably priced meals in a safe and pleasant environment. This position is directly responsible to the Chief Financial Officer.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

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

1. Administer and institute actions, changes, or improvements to the operational activities of the Food Service Department including preventive maintenance and repairs on food service equipment for the District.
2. Plan, organize, and direct District food service programs and cafeteria operations including breakfast and lunch programs in all schools, after-school snack programs, United States Department of Agriculture (USDA) Summer Food Service Programs, and catering activities; assure compliance with federal, state, and District laws, regulations, and policies; and establish operating procedures for District cafeterias and kitchens.
3. Plan, develop, and evaluate master menus for a variety of school food programs; direct the preparation and review of menus, assuring dietary balance, nutritional adequacy, and use of foods in plentiful supply; and plan and direct the expansion and revision of breakfast, lunch, and snack programs. Ensure that lunches meet USDA child nutrition guidelines.
4. Develop the annual departmental budget for long and short-range programs; assure sound fiscal management practices; evaluate financial forecasts and analyze food and labor costs to assure efficient and cost-effective operations for the purpose of expanding the department program and/or ensuring that the District resources are effectively utilized; prepare profit and loss statements for all schools.
5. Determine and set standards for efficient and sanitary practices in food preparation, service, and transport; direct the inspection of food served for quality standards; plan for proper storage and economical use of food and supplies while maintaining compliance with local, state, and federal regulations including Hazard Analysis and Critical Control Point (HACCP) guidelines.
6. Administer, institute actions, changes, or improvements to warehouse and delivery activities including the receiving, storing, issuing, and delivery of food and supplies to District schools.
7. Assist in review of new product evaluations, bid specifications for Food Service, and final evaluation for bid results. Recommend bid awards to Board of Education.
8. Administer an effective marketing program to maximize the participation of students in child nutrition programs.
9. Review, interpret, and implement regulations, policies, and procedures of the National School Lunch Program.
10. Develop and monitor free and reduced-price meals program in accordance with policies and regulations.
11. Assure purchasing activities comply with applicable federal, state, and District statutes, regulations, and policies; determine specifications for purchase of food and equipment.
12. Research available products and prepare bids and specifications for food, supplies, and equipment; compare bids for quality, price, and service and recommend awards; maintain and report commodity inventories; and interview vendors to establish and maintain sources of supply, and guarantee best quality for lowest price through competitive bids.
13. Analyze data to improve food service operations. Help to develop and implement the District's continuous improvement plan. Identify and develop partnerships that enhance District services.
14. Encourage program innovations. Pursue funding opportunities. Help to prepare grant/foundation applications. Implement funded proposals and comply with reporting requirements.

15. Train, supervise, and evaluate assigned personnel; establish procedures for interviewing and assigning new personnel; coordinate training programs and direct the assignment of food service personnel for the purpose of maintaining adequate staffing, enhancing productivity of personnel, and achieving objectives within budget.
16. Confer with outside agencies on such issues as licensing, inspection, and other health matters; prepare recommended data for a variety of federal, state, and District reports; present information for the purpose of communicating information, gaining feedback, and ensuring adherence to established internal controls.
17. Confer and collaborate with others (e.g. school principals, District administrators, other District personnel, regulatory agencies, community organizations, etc.), in regards to cafeteria operations and promotion of the use of the cafeteria by students; prepare and present oral and written reports.
18. Coordinate dissemination of information and nutritional resource materials; design nutrition education efforts for the purpose of enhancing learning and health, as defined by District health curriculum to the public, staff, National Parent Teacher Association (PTA), and other organizations.
19. Monitor customer satisfaction with open and effective communication. Use problem-solving techniques to tactfully address questions/concerns. Keep stakeholders informed about emerging issues.
20. Perform other duties related to the position, as assigned.

#### POSITION EXPECTATIONS:

1. Knowledge of federal regulations regarding the National School Lunch Program, the School Breakfast Program, the Summer Food Service Program, and the USDA After-School Snack Program as well as eligibility guidelines for free and reduced price meals.
2. Knowledge of sanitation, food safety, and HACCP guidelines.
3. Knowledge of accounting, budgeting, profit and loss, and payroll.
4. Knowledge of security, warehousing, delivery, computer technology and the bid specification process.
5. Knowledge of the operation of government agencies and schools.
6. Ability to prepare effective and concise presentations.

#### POSITION REQUIREMENTS:

##### Education and Training:

An earned bachelor's degree from an accredited college or university in institutional food management, restaurant management, food and nutrition, business, or a related field or currently serving as a professional-technical employee with the Clark County School District.

##### Licenses and Certifications:

A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

##### Experience:

Satisfactory service in a corresponding or related position or have previously demonstrated at least five (5) years of successful supervisory experience related to the position.

##### Preferred Qualifications:

1. Master's degree.
2. Registered dietitian.
3. Training in government regulations of above-mentioned programs.

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

#### **Equal Employment Opportunity – Affirmative Action**

The Clark County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, or disability and shall extend to working conditions, training, promotion, and terms and conditions of employment.