

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Assistant Food Service Coordinator

FLSA Status: EXEMPT

Classification: Classified

Terms of Employment: 8 hours per day, 11 months

JOB GOAL: Under direction, supervises the operation of a group of cafeterias and/or food production programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor.

1. Supervise designated cafeteria food programs.
2. Coordinates the operation of programs with other food service operations within the Food Service Department.
3. Monitors food, supply, and labor costs and makes necessary adjustments in the use of food, supplies, and labor to improve efficiency and financial status of each kitchen.
4. Monitors and inspects the quality of food from storage to preparation and ensuring established quality control standards are met.
5. Monitors and inspects work areas for proper flow, to ensure that adequate food items are readily available and cashing is timely and smooth.
6. Responsible for ensuring financially sound operations in all supervised areas.
7. Responsible for free and reduced meal applications and protects the anonymity of those students especially during meal service.
8. Ensures that managers/supervisors of programs follow federal regulations, Nye County School District policies and regulations, and department procedures and guidelines.
9. Trains employees, as well as, supervises the training of employees for care of equipment, portion control, serving of food, record keeping, accountability measures, sanitation and safety standards, and customer service.
10. Assists in developing and implementing in-service training programs, as necessary to promote new programs changes in procedures.
11. Assists in the evaluating of assigned staff.
12. Assists in the interview and selection of new food service personnel.
13. Assists with other personnel actions that may include progressive discipline, employee placement, etc.
14. Reviews inspections from Southern Nevada Health District and takes necessary action.
15. Implements changes based on findings and direction from immediate supervisor and administrators.
16. During summer months, will be responsible for the monitoring of the Summer Food Service Program (SFSP). This includes working to increase participation by new programs or sites.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Familiar with and assists with the implementation of all District policies and administrative regulations as related to specific assignment.
2. Recognizes and reports hazards, conforms to safety standards as prescribed.
3. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
4. Familiar with District site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.)

POSITION REQUIREMENTS

Education, Training, and Experience:

1. High School Diploma or equivalent
2. Three (3) years of experience as a Southern Nevada School District Food Service Manager, or, four (4) years institutional, commercial, and/or school district food service managing a food production kitchen.

Licenses and Certifications:

1. Valid Nevada Driver License

Screening and Compliance:

- 1. Ability to pass State and Federal criminal background check
- 2. Ability to travel throughout the district as needed
- 3. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Sedentary/light-exert force 10 to 25 lbs., occasionally or a negligible amount of force to lift, carry, push, pull or move objects.

Physical Demands: Frequent reaching, handling, repetitive fine motor activities. Requires 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. Vision: Frequent near acuity to read printed materials, VDT screens and/or other monitoring devices.

Environmental Conditions: Climate controlled office setting, outside weather conditions traveling to and from district facilities, and exposure to low/moderate noise intensity levels.

Hazards: Furniture, office/library/classroom equipment, communicable diseases.

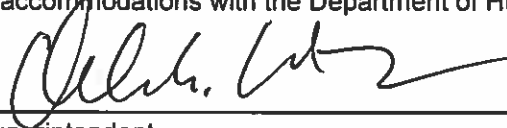
Working Conditions: Office or suitable workspace with desk, telephone, computer and supplies necessary to carry out functions of position description.

Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent

6/15/17
Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____