



# Director I, Food Service Financial Management

## Position Details

Job Code: U7100

Reference Code: A525

Division/Unit: Operational Services

Classification: Professional-Technical

Terms of Employment: [Step 42 of the Unified Administrative Salary Schedule, 12 Months](#)

FLSA STATUS: EXEMPT

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## Position Summary

This position will direct a segment of the operation and administration of the United States Department of Agriculture (USDA) Child Nutrition Programs within the Food Service Department of the Clark County School District and serve as the responsible administrator for developing, planning, implementing, and overseeing financial procedures and policies for all Food Service operations in the District. This position is directly responsible to the Director III, Food Service Department, Operational Services Unit (OSU).

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## Essential Duties and Responsibilities

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

1. Administer all department accounting functions including accounts payable, accounts receivable, banking/cash, fiscal reviews, reimbursement claims, payroll, purchasing cards, etc., to ensure Food Service Department assets are properly accounted for and to ensure department stability and growth.

2. Administer all personnel and human resources generalist functions in the areas of employee relations, recruitment, workforce planning, employee retention, and coaching/development for Food Service Department employees.
3. Administer information technology functions of the Food Service Department through strategic planning, development, evaluation, and coordination of the information and technology systems for all areas of the Food Service Department.
4. Analyze, review, interpret, modify, and create program regulations, policies, procedure, and processes to ensure compliance with requirements of the USDA Child Nutrition Programs including, but not limited to the National School Lunch Program (NSLP), School Breakfast Program, Child and Adult Care Program, Seamless Waiver Program, Breakfast in the Classroom, Provision II, the Community Eligibility Provision of The Healthy, Hunger Free Kids Act, and USDA Commodity programs.
5. Oversee the management of all activities relative to assigned projects and manage assigned support functions relative to the overall goals of the food service program.
6. Develop and analyze management and statistical information; prepare necessary reports and recommendations.
7. Maintain current knowledge of laws, codes, regulations, policies and procedures, and pending legislation related to assigned activities; recommend adjustments in department policies and procedures to ensure compliance, as appropriate.
8. Participate in Department operational decisions.
9. Respond to and resolve complaints, concerns, and inquiries from parents/guardians, internal and external staff, school-based administration (principals), and outside agencies.
10. Foster school and community partnerships with the Department by promoting relationships to benefit students and the community.
11. Work with other departments and outside agencies to affect improvements in accounting methods and reporting procedures.
12. Develop, recommend, interpret, and evaluate department policies, procedures, and standards to align with the District's strategic plan goals and objectives among all sections of the department.
13. Collect, combine, and forward all financial information to the Accounting Department; ensure accurate reporting of Food Service data provided to and received from the Accounting Department.
14. Monitor cash accounts and recommend changes, as necessary.
15. Prepare reports and publications and make presentations to Food Service Department staff, District departments, and outside agencies, as required.

16. Analyze department financial performance and submit corresponding report to maintain reimbursement level qualification for severe need rates, which are considerably higher than standard rates.
  17. Assist in developing and maintaining an effective public relations program.
  18. Analyze profit and loss statements and summarize results. Make recommendations for operational adjustments.
  19. Assist with the analysis and evaluation of computer systems and software for possible purchase.
  20. Oversee the creation and maintenance of driver qualification files including annual review of driving record, annual driver's certification of violations, medical examination report and medical examiner's certificate, required U.S. Department of Transportation random drug and alcohol testing, and conducting limited queries in the Federal Motor Carrier Safety Administration's (FMCSA) Drug and Alcohol Clearinghouse with appropriate consent forms.
  21. Manage the federally designated review and approval process on applications for free and reduced price meals; notify applicants of their eligibility status.
  22. Develop and administer the department's budget; finalize and submit the department's budget to the Budget Department.
  23. Prepare necessary financial reports for inclusion in the District's Comprehensive Annual Financial Report (CAFR).
  24. Evaluate bids and prepare requisitions for food and supply purchases.
  25. Assist with coordinating warehouse and distribution operations and delivery of meals, food, and supplies to schools.
  26. Meet with direct and indirect reports as well as administrative team. Supervision and evaluation of the performance of assigned staff.
  27. Perform other duties related to the position, as assigned.
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## **Position Expectations**

1. Knowledge of federal regulations regarding the USDA Child Nutrition Programs including the NSLP, 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 the operation of government agencies and schools.
3. Knowledge of management principles; generally accepted accounting principles (GAAP); standard budgeting and record keeping systems; principles of public financial reporting; and applicable laws and codes.
4. Knowledge of personal computers, software applications, and other related technology.

5. Knowledge of state and federal purchasing laws and regulations pertaining to the procurement, inventory, and distribution of goods and services.
6. Knowledge of personnel practices, procedures, and employment laws as well as District employee contracts and regulations.
7. Knowledge of payroll accounting practices and procedures.
8. Knowledge of collective bargaining agreements (CBAs) including the Education Support Employees Association (ESEA).
9. Knowledge of applicable Nevada Revised Statutes (NRS).
10. Knowledge of the Employee Right to Know.
11. Ability to prepare clear and concise communications and executive presentations.
12. Ability to exercise diplomacy, judgment, leadership, problem solving, and accountability.
13. Ability to lead and train staff.
14. Ability to communicate effectively in both written and verbal form with the ability to make clear, persuasive presentations to diverse groups.
15. Ability to both direct and implement major projects and initiatives. Excellent organizational, administrative and project management skills, including the ability to assess and diagnose critical areas for attention, develop strategies, and translate them into concrete action.
16. Ability to foster an environment that focuses on quality results while motivating, developing, and supporting a diverse staff, encouraging continuous improvement, and working effectively as a member of a diverse team.
17. Ability to make clear concise decisions when urgent issues arise.
18. Ability to maintain a professional calm demeanor.
19. Ability to communicate effectively in person and in writing.
20. Ability to plan and conduct staff meetings.
21. Ability to problem solve within the Department resources to find and apply effective resolutions.
22. Ability to organize and manage multiple projects and agendas.
23. Ability to manage timelines and due dates while continuing to prioritize and evaluate areas requiring attention and improvement.
24. Ability to motivate and develop key employees to lead by example and promote department goals and initiatives.
25. Ability to evaluate and provide detailed explanation of special requests regarding what can and/or cannot be accommodated.
26. Ability to develop reports, cost analysis, and presentations.
27. Develop creative and alternative solutions to meet student nutritional needs.
28. Coordinate and participate in planning and discussion meetings.

29. Create effective and detailed budgetary plans.
  30. Adapt to growing trends and technology to improve overall operations.
  31. Extensive use of data to support decisions within the department.
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## **Position Requirements**

### **Education and Training**

An earned bachelor's degree from an accredited college or university in finance, accounting or related field; or,  
Equivalent educational experience, with academic major in food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or a related field; or,  
An earned bachelor's degree from an accredited college or university in any academic major, and a state recognized certificate for school nutrition directors; or,  
An earned bachelor's degree from an accredited college or university in any major and at least five years of experience in management of school nutrition programs; or,  
Currently serving as a professional-technical employee with the Clark County School District.

\* Minimum Education Standards for School Nutrition Directors as required by USDA Professional Standards per 7 CFR §210.30(b)(1)(iii)

### **Licenses and Certifications**

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

### **Experience**

1. Satisfactory service in corresponding or related positions or five (5) years of successful supervisory experience related to the administrative position.
2. A minimum of five (5) years of professional accounting experience to include three (3) years' experience in a supervisory position.

### **Preferred Qualifications**

1. Recent experience in related school district food service programs.
2. Knowledge of NSLP, School Breakfast, and Summer Food Service Program regulations.
3. Knowledge of District accounting policies and procedures.

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

### **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, or 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: 05/03/22
- Created: 12/17/08