

Central Kitchen Food Service Specialist

Position Details

Class Code: 5002

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 43 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under direct supervision, prepares foods from fresh, canned, dry, or frozen states according to recipes; receives inventory from warehouse to prepare for production and assists in related tasks in a food service production area.

Essential Duties and Responsibilities

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

1. Prepares or assists in preparing entree and side dishes, including sandwiches, salads, meats, vegetables, and fruits as specified by designated menu/recipes.
2. Prepares meals for food allergen and modified texture menus, such as pureed, ¼" chopped, ½" chopped, and mechanical soft.
3. Operates commercial kitchen equipment and machinery.
4. Sets-up, stocks, cleans, and sanitizes kitchen equipment/utensils for production.
5. Washes dishes and pans, as necessary.
6. Cleans and sanitizes designated work areas.
7. Records and monitors product inventory.
8. Mops, wipes down walls/equipment, prepares sanitizer buckets, and restocks supplies, as needed.

9. Responsible for complying with first in, first out (FIFO) policy at all times.
 10. Practices safe food handling according to Hazard Analysis Critical Control Point (HACCP), Southern Nevada Health District (SNHD), and Clark County School District Food Service standard operating procedures.
 11. Ensures compliance with United States Department of Agriculture (USDA) nutrition guidelines and portion size regulations.
 12. Prepares food in advance for outlying schools and special events.
 13. Attends required trainings and informational meetings.
 14. Conforms to safety standards, as prescribed.
 15. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves food preparation and associated food service functions in a central kitchen setting.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of food service, food preparation, and commercial food service equipment operation/care.
2. Ability to prepare and maintain accurate inventory records/reports.
3. Ability to plan, organize, and perform work.
4. Ability to effectively manage time and resources to complete work according to assigned schedule.
5. Ability to operate commercial kitchen equipment.
6. Ability to maintain confidentiality of information.
7. Ability to meet predetermined deadlines.
8. Ability to safely move and relocate heavy objects.
9. Ability to work in confined areas.
10. Ability to work flexible hours/shifts.
11. Ability to work cooperatively with staff.
12. Ability to recognize/report hazards and apply safe work methods.
13. Ability to operate computers and learn related software applications (i.e., Human Capital Management (HCM), e-mail, etc.)
14. Ability to interpret and follow instructions.
15. Ability to work under pressure.
16. Ability to operate material handling equipment, such as motorized pallet jacks.

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.)

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for duration of assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement at time of interview prior to final selection.
3. Valid SNHD Food Handler Safety Training Card at time of application. Safety Training Card must be maintained for duration of assignment.
4. District-issued Material Handling Equipment certification. If certificate is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Certification must be maintained for duration of assignment.

Preferred Qualifications

None specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
 2. Copy of SNHD Food Handler Safety Training Card.
 3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
 4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
 5. District-issued Material Handling Equipment certificate, if applicable.
 6. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

CCSD Food Service Central Kitchen.

Work Environment

Strength

Medium/heavy - exert force up to 50 lbs., occasionally; 25-50 lbs., frequently; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. 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, 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

Commercial kitchen setting with exposure to occasional hot and cold temperature extremes due to conditions associated with kitchen areas (i.e., ovens, grills, refrigerators/freezers, etc.) 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

Material handling equipment, ovens, grills, refrigerators, freezers, slicers, kitchen utensils, 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: 08/04/23
- Created: 10/01/20