

Senior Food Service Worker

Position Details

Class Code: 5030

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 46 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, prepares, serves, and accounts for the sale of food and beverages.

Essential Duties and Responsibilities

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

1. Monitors work areas for proper work flow to ensure that adequate food items are readily available and cashiering is timely and smooth.
2. Provides good customer service to students, parents, faculty, and administration.
3. Supervises, prepares, and serves food and beverages.
4. Orders and accepts food and supply deliveries.
5. Accurately accounts for and records sales of meals and a la carte items.
6. Counts and verifies cash, prepares daily cash deposits and computer records, and reconciles cash with accounting records.
7. Conducts inventory and prepares daily/monthly reports.
8. Maintains sanitary conditions for food preparation and service according to Southern Nevada Health District (SNHD) rules and regulations.
9. Assists Health Inspector with inspections; reports results of inspections to central office.
10. Assists in training employees and student helpers.

11. Collects, reviews, and records free and reduced price meal applications following departmental procedures; inputs information and maintains computer database.
 12. Works with students, parents, and staff to clarify food service meal concerns.
 13. Identifies needed kitchen repairs; initiates repair work requests.
 14. Provides input for the evaluation of assigned staff and student helpers.
 15. Conforms to safety standards, as prescribed.
 16. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Involves responsibility for preparing and serving food/beverages, accountability for food, supplies, revenue, and child nutrition program records, and good customer service.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of food preparation and service.
 2. Ability to perform mathematical computations.
 3. Ability to operate kitchen equipment.
 4. Ability to learn and operate computers and software applications.
 5. Ability to prepare/maintain clear and concise reports.
 6. Ability to supervise, train, and evaluate employees and student helpers.
 7. Ability to maintain confidentiality of information.
 8. Ability to interpret and follow instructions.
 9. Ability to meet predetermined deadlines.
 10. Ability to plan, organize, and perform work.
 11. Ability to safely move and relocate heavy objects.
 12. Ability to work in confined areas.
 13. Ability to work cooperatively with and provide good customer service to employees, parents, students, and other agencies.
 14. Ability to recognize and report hazards and apply safe work methods.
 15. 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 Educational Development (GED), foreign equivalency, etc.)

Licenses and Certifications

1. A valid driver's license or state-issued identification card.
2. Current SNHD Food Handler Training Card at time of application; card must be maintained for the duration of the assignment.
3. Clark County School District Food Service Department certification verifying that required Senior Food Service Worker training has been successfully completed, within five (5) months of hire.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. Copy of a valid driver's license or state-issued identification card.
 2. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
 3. Copy of current SNHD Food Handler Training Card.
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Examples of Assigned Work Areas

Schools and other District facilities.

Work Environment

Strength

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

Physical Demand

Frequent talking, hearing, stooping, crouching, sitting, reaching, handling, repetitive fine motor activities, feeling, tasting, and smelling. 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 and color vision, occasional accommodation, and depth perception. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Climate-controlled office setting. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods. Occasional extreme cold and heat due to equipment associated with kitchen areas (i.e., ovens, grills, refrigerators/freezers, etc.)

Hazards

Furniture, playground/office 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

Ovens, refrigerators, freezers, slicers, kitchen utensils and appliances, various computers and software applications, telephones, fax machines, copiers, 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: 05/25/23
- Created: 07/31/91