

Plant Manager

Position Details

Class Code: 5315

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 61 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises central food production/storage facility operations.

Essential Duties and Responsibilities

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

1. Ensures all ammonia refrigeration system preventive maintenance programs outlined in the Process Safety Manuals (PSM) are implemented and documented.
2. Manages and maintains all documentation produced by the PSM preventive maintenance program and other facilities maintenance programs, as required by the Nevada Department of Environmental Safety (NDES).
3. Develops a comprehensive preventive maintenance program mirroring the PSM for the central kitchen facility and its ancillary equipment.
4. Responsible for ensuring plant equipment reliability and establishing/meeting downtime and operational goals per shift for the kitchen, dry storage, and cold storage warehouse areas.
5. Responsible for ensuring full compliance of PSM, Risk Management Plan (RMP), and Chemical Accident Prevention Plan (CAPP) programs as with NDES, Occupational Safety and Health Administration (OSHA), and Environmental Protection Agency (EPA) requirements.

6. Ensures plant safety program compliance, maintains labor efficiency, and responds effectively to plant interruptions.
 7. Develops, implements, and monitors employee involvement in safety measures, accident investigations, corrective actions, and improvement recommendations.
 8. Responsible for implementing and ensuring personnel participation in Hazardous Analysis Critical Control Points (HAACP) training.
 9. Monitors and reviews personnel adherence to HAACP guidelines; improves food safety wherever applicable.
 10. Ensures all employees attend appropriate refrigeration equipment trainings to maintain workforce skills and safety.
 11. Continuously communicates with Food Service operations and other plant departments to raise employee awareness of plant performance issues.
 12. Assists the Warehouse Supervisor, Central Kitchen Manager, Food Service Maintenance Supervisor, and Technical Support in assuring continuous plant improvement.
 13. Represents the Food Service Department in Facilities Unit discussions regarding department technical needs.
 14. Develops capital investment ideas supporting overall plant profitability.
 15. Economically manages the physical plant for the benefit of all departments in the building.
 16. Provides input for the evaluation of assigned staff; takes corrective or remedial action, as needed.
 17. May meet with building/mechanical contractors, architects, project managers, salespeople, consultants, Principals, Operations Managers, or other Clark County School District personnel to plan/develop projects which improve the Food Service Department's efficiency.
 18. May perform First Aid and/or Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED), when necessary.
 19. Conforms to safety standards, as prescribed.
 20. Performs other tasks related to the position, as assigned.
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Distinguishing Characteristics

Plans, coordinates, and supervises the staff/operations of a large warehouse.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of Process Safety Manuals (PSM).
 2. Knowledge of food service/general warehouse receiving, storage, and distribution practices/procedures.
 3. Knowledge of computer maintenance control systems; able to read and use process flow, piping, and instrumentation diagrams, and “as built” drawings.
 4. Knowledge of First Aid, CPR/AED, and Universal Precautions.
 5. Knowledge of perishable food product rotation/storage.
 6. Ability to recognize, understand, and interpret local, state, and national codes, including Universal Building Code (UBC), Uniform Mechanical Code (UMC), Uniform Plumbing Code (UPC), National Electrical Code (NEC), EPA, etc.
 7. Ability to learn and operate computers/software applications.
 8. Ability to train, supervise, and evaluate employees.
 9. Ability to communicate clearly, both verbally and in writing.
 10. Ability to learn/apply CCSD Food Service regulations, practices, and procedures.
 11. Ability to plan, organize, schedule, and prioritize work.
 12. Ability to work rapidly with names, codes, and symbols.
 13. Ability to investigate and resolve problems.
 14. Ability to coordinate activities with schools and departments.
 15. Ability to judge when to act independently and when to refer situations to an administrator.
 16. Ability to work flexible hours and shifts.
 17. Ability to work in confined areas.
 18. Ability to withstand heights and perform work safely.
 19. Ability to cooperate with administrators, faculty, parents, students, and other employees.
 20. Ability to recognize/report hazards and apply safe work methods.
 21. Possess physical and mental stamina commensurate with the responsibilities of the position.
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Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.)

2. Seven (7) years of technical training and experience in the industrial maintenance field (i.e., operation/maintenance of ammonia and Freon refrigeration systems, steam generation, kitchen equipment, compressed air systems, food handling conveyor systems, etc.)

Licenses and Certifications

1. Industrial refrigeration certification for ammonia refrigeration systems.
2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
3. Copy of driving history (dated with six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at the time of application or Qualified Selection Pool (QSP) placement and at the time of interview prior to final selection.
4. Safe driving record, which must be maintained for the duration of the assignment.
5. Current Southern Nevada Food Handler Safety Training Card at time of hire. Safety Training Card must be maintained for the duration of the assignment.
6. Current First Aid and CPR/AED certificates from the American Heart Association, American Red Cross, or a similar organization. Certifications must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED and First Aid certifications must be uploaded into the application.
7. Hold or be able to obtain forklift qualification card. If qualification card is not in possession at time of application or QSP request, it must be obtained within five (5) months of hire into position. Qualification card must be maintained for the duration of the assignment.

Preferred Qualifications

1. Member of International Institute of Ammonia Refrigeration (IIAR).
 2. Management experience and strong communication skills.
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Document(s) Required at Time of Application

1. High school transcripts or other equivalent (i.e., GED, foreign equivalency, etc.)
2. Transcript(s) from an accredited college/university, if applicable.
3. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.

4. Current copy of driving history (dated within six (6) months from the date printed) issued by the DMV. Must have a safe driving record.
 5. Copy of current Southern Nevada Food Handler Safety Training Card.
 6. Current First Aid certificate as indicated above. A copy of the front and back of the First Aid certificate must be uploaded into the application.
 7. Current CPR/AED certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 8. Forklift qualification card, if applicable.
 9. Specific documented evidence of training and experience to satisfy qualifications.
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Examples of Assigned Work Areas

District schools and facilities.

Work Environment

Strength

Medium/heavy – exert force of 50-100 lbs., frequently; 25-50 lbs., occasionally; 10-20 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, carrying, crawling, stooping, kneeling, crouching, reaching, handling, repetitive fine motor activities, climbing, and balancing. 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. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

Environmental Conditions

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Exposure to electric shock 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

District-issued/personal vehicles, computers/software, computerized maintenance control systems, hand/power tools, ruler, calculator, Volt-Ohm/Ammeter (multi-meter), thermometer, pressure gauge, psychrometer, linear displacement meter, micrometer, emergency and personal protective equipment (PPE), telephones, fax machines, copy machines, two-way radios, hydraulic lift-gates, pallet jacks (electric), scissor lifts, forklifts, hand trucks, ladders, 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: 07/13/23
- Created: 05/24/07