



**NEVADA LEGISLATIVE COUNSEL BUREAU
ADMINISTRATIVE DIVISION
OPERATIONS UNIT**

CHEF SUPERVISOR II

Las Vegas, Nevada

Salary up to \$104,713 (employee/employer paid retirement plan)

The Operations Unit of the Legislative Counsel Bureau (LCB) is seeking a diverse pool of qualified applicants for the position of Chef Supervisor II within the Administration Division. The LCB is a nonpartisan, legislative service agency that provides professional, technical and administrative support to the Nevada Legislature, which convenes biennially in odd-numbered years for 120-day sessions and for rare special sessions during the interim periods. The Operations Unit is responsible for managing and maintaining the physical infrastructure and operational services of the LCB. This is a full-time position located in Las Vegas, Nevada.

Position Description: Under the general supervision of the Food Service Administrator, Food Service Deputy Administrator and the Chef Supervisor III, the Chef Supervisor II will assist the Chef Supervisor III in the coordination, supervision and oversight of the kitchen operations in Las Vegas, Nevada. Responsibilities of the Chef Supervisor II may include, without limitation:

- Assisting in the planning, organizing and supervision of the ordering, receiving and storage of food products;
- Maintaining established inventory control procedures for receiving, storing and issuing supplies and food products;
- Coordinating daily operations including, without limitation, providing training to new food service staff and ensuring all kitchen staff receive the necessary guidance to perform their duties effectively and adhere to kitchen protocols and guidelines;
- Offering guidance and mentoring to food service staff and serving in a supervisory capacity in the absence of the Chef Supervisor III;
- Ensuring that food service staff are trained in the safe and proper use of various kitchen equipment, including ovens, stoves, industrial mixers, peelers, choppers and slicers;
- Promoting a positive and inclusive work environment that fosters teamwork, and professional development;
- Assisting in the preparation and cooking of high-quality dishes according to the restaurant menu, while maintaining consistency and presentation standards;
- Assisting in ensuring that kitchen operations comply with food safety and OSHA regulations, including best practices for food handling, food storage, food hygiene, sanitation and cleanliness;
- Assisting the Chef Supervisor III, Food Service Administrator and Food Service Deputy Administrator in menu planning and recipe development;

- Engaging with guests when necessary, and addressing any dietary concerns or special requests while enhancing the guest dining experience;
- Assisting with all kitchen-related issues that arise in collaboration with the Chef Supervisor III, the Food Service Administrator and the Food Service Deputy Administrator;
- Adjusting food service staff work assignments and schedules to maintain adequate staffing levels and to respond to fluctuating workloads;
- Providing supervision of food service staff, in the absence of the Chef Supervisor III, to ensure proper control and security of tools and equipment in the food preparation and service areas;
- Keeping up-to-date with the latest culinary trends and industry certifications; and
- Performing other duties as assigned.

Minimum Qualifications: The Chef Supervisor II will be selected with special preference given to the candidate's training, experience and aptitude in the field of culinary arts. A qualified candidate must have: (1) a high school diploma/GED; (2) at least 3 years of experience in a high-volume food service operation; (3) at least 2 years of leadership or managerial experience; or (4) an equivalent combination of education and experience; and (5) certification as a ServSafe Manager.

The ideal candidate will demonstrate:

- Excellent leadership and communication skills;
- Proven experience as a sous chef, kitchen supervisor or other similar role;
- A passion for culinary arts and experience in menu planning;
- The ability to determine necessary equipment and supplies in a food service operation;
- The ability to quickly adjust to dynamic conditions, such as menu changes or staff shortages;
- The ability to work in a fast-paced, high-volume environment;
- The ability to lift and move medium to large items weighing up to 50 pounds, employing proper safety techniques; and
- The capability to perform such tasks as walking, standing for extending periods, crouching, gripping, holding, pushing, pulling, bending and reaching above their head.

Salary: The annual salary for this position is based upon a Grade 37, which has a salary range of \$70,282 to \$104,713 under the employee/employer-paid retirement option. An employer-paid contribution plan is also available with a reduced salary in lieu of an employee contribution. Actual starting salary will be based on experience.

Benefits: The benefits include the accrual of paid annual leave and sick leave, health insurance and membership in the state's retirement plan. For additional information on the retirement options and benefits, please visit the [Public Employees' Retirement System of Nevada](#). For a description of the current health, dental and vision benefits, please visit the [Nevada Public Employees' Benefits Program](#). Other optional benefits are also available, including a deferred compensation program.

Working Conditions: The work is performed in a fast-paced, dynamic and collaborative kitchen environment that operates within a professional setting, and includes interacting with legislators,

legislative staff, other state employees and officials and visitors of the LCB. The working environment may involve exposure to equipment noise and varying temperatures. Overtime may be required during legislative sessions and certain other periods as necessary to meet the demands of the Legislature. When overtime is worked, the Chef Supervisor II may earn compensatory time that may be taken at a later date or be paid for overtime, consistent with the LCB Rules and Policies and subject to budgetary limits.

Application Process: All applicants who meet the minimum qualifications may apply by submitting a [LCB Employment Application](#), cover letter and current resume via email to LCBHR-jobs@lcb.state.nv.us or by mail to:

Legislative Counsel Bureau
Attn: Human Resources
401 S. Carson Street
Carson City, Nevada 89701-4747

Applications will be accepted on a rolling basis and the application period will remain open until the position is filled. Applicants are therefore strongly encouraged to submit their applications as soon as possible. Hiring may occur at any time during the recruitment process.

The Legislative Counsel Bureau is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion or belief, national origin or ancestry, age, sex, sexual orientation, gender identity or expression, disability, pregnancy, domestic partnership, political affiliation, genetic information, or compensation history, or any other characteristic protected by applicable law. The Legislative Counsel Bureau will not tolerate discrimination or harassment based on any of these characteristics, nor will it tolerate unlawful retaliation. Applicants may contact LCBHR@lcb.state.nv.us to request reasonable accommodations to participate in the hiring process and will not be disqualified from consideration based upon such requests.

(Revised 11/27/2024)