

JOB TITLE  
COORDINATOR  
FOOD PROCUREMENT

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
MANAGER NUTRITION  
SERVICE CENTER

SALARY SCHEDULE & GRADE  
II, GRADE 7

LENGTH OF WORK YEAR  
220 DAYS

DATE  
JULY 1, 2013

SCOPE OF RESPONSIBILITIES

Administers department's food procurement program including USDA Foods, purchased foods and supplies and assures compliance with applicable local, state and federal procurement regulations.

PERFORMANCE RESPONSIBILITIES

1. Supervises the purchasing of proper types and quantities of food and supplies to meet program needs and ensures compliance with the Model Procurement Code.
2. Acts as Kentucky Department of Agriculture liaison for receipt and distribution of USDA Foods to ensure compliance with Federal regulations.
3. Communicates with food suppliers and manufacturers regarding purchasing and product issues to ensure product quality and availability.
4. Formulates and maintains product specifications for all foods and supplies used in the program.
5. Prepares and evaluates bids and distributes bid awards.
6. Works closely with warehouse personnel to coordinate product warehousing, including continual evaluation of the process and stock levels.
7. Maintains software programs applicable to food and supplies procured.
8. Supervises district quality control program for the service sites to continually assess product quality.
9. Responsible for disseminating updates on bid information and monitoring food usage.
10. Supervises operation of Nutrition Service Center in the absence of the Manager Nutrition Service Center.
11. Performs other duties as assigned by the Manager Nutrition Service Center.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Nutrition, Food Management, Dietetics or Business
2. Three (3) years successful managerial experience in institutional food service programs
3. Ability to communicate professionally
4. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Professional training in the food service area
2. Knowledge of policies and procedures of the school district
3. Five (5) years successful administrative experience in public education or communications
4. Instructional experience
5. SNA Certification or SNS Credential

JOB TITLE  
COORDINATOR  
MENU PLANNING/  
SPECIAL DIETARY NEEDS

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
MANAGER NUTRITION  
SERVICE CENTER

SALARY SCHEDULE & GRADE  
I1, GRADE 7

LENGTH OF WORK YEAR  
220 DAYS

DATE  
JULY 1, 2013

SCOPE OF RESPONSIBILITIES

Plans, develops, and analyzes menus for school meal programs in accordance with applicable local, state and federal requirements. Processes special dietary needs requests and coordinates communication with cafeteria managers, school principals, and parents. Effectively manages relationships with students, staff, parents and vendors to assure program acceptance. Consults with school nutrition vendors on new products for menus. Develops and provides training for department staff on processes and software to implement programs.

PERFORMANCE RESPONSIBILITIES

1. Plans menus in compliance with USDA meal patterns and applicable regulations.
2. Works with Materials Production department to design and produce menus for schools and website.
3. Collaborates with department staff on writing specifications and procurement of foods needed to implement menus.
4. Communicates with school site managers, food suppliers and manufacturers to ensure acceptability of foods and menus.
5. Develops and maintains reference for all ingredients used in production and menu items served including managing recipes for school sites and Nutrition Service Center Production.
6. Processes, evaluates and prepares student PCP/Allergy forms and disseminates information to school site management and administrative staff.
7. Develops and maintains Special Diet Procedures Guide and assists parents and District personnel regarding special diets.
8. Completes nutrition analysis of all recipes and menus and makes nutrition information available to public.
9. Maintains and trains staff on software programs applicable to menu planning, order processing, inventory and food production.
10. Creates and oversees District-wide promotions and programs, in collaboration with Coordinator of Nutrition Initiatives, in an effort to increase meal participation.
11. Performs other duties as assigned by the Manager Nutrition Service Center.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Bachelor's degree in Nutrition, Food Management and/or Dietetics
2. Three (3) years successful managerial experience in institutional food service programs
3. Ability to communicate professionally
4. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Registered Dietitian
2. SNA Certification or SNS Credential
3. Knowledge of policies and procedures of the school district
4. Five (5) years successful administrative experience in public education or communications
5. Instructional experience

JOB TITLE  
SUPERVISOR CHILD AND ADULT  
CARE FOOD PROGRAM AND  
SUMMER FOOD SERVICE PROGRAM

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
ASSISTANT DIRECTOR  
SCHOOL AND COMMUNITY  
NUTRITION SERVICES

SALARY SCHEDULE & GRADE  
I I, GRADE 5

LENGTH OF WORK YEAR  
220 DAYS

DATE  
JULY 1, 2013

SCOPE OF RESPONSIBILITIES

Responsible for planning, monitoring, implementing and reporting for USDA Child and Adult Care Food Program (CACFP) and Summer Food Service Program (SFSP). Trains food service managers/managing assistants, assistants, and school personnel as necessary in the operation of the USDA CACFP/SFSP. Monitors for compliance to program regulations. Consults with Assistant Director to establish procedures, priorities, and processes. Recruits new enrichment programs, conducts monitor reviews, collects required documentation and consolidates meal counts for claim reimbursement.

PERFORMANCE RESPONSIBILITIES

1. Trains and monitors food service employees, school personnel, and volunteers working with CACFP and SFSP in the areas required by USDA.
2. Determines monthly claim for reimbursement.
3. Responsible for working with school administrative staff to recruit new programs and make improvements to existing programs.
4. Maintains all records and completes all reports for CACFP and SFSP.
5. Develops, revises, and updates procedures for sites participating in CACFP/SFSP.
6. Monitors costs associated with CACFP/SFSP at each site to ensure fiscal responsibility within the programs.
7. Interacts with parents, students, food service employees, school personnel and volunteers on a regular basis to evaluate ways to improve programs.
8. Conducts compliance reviews as required by Federal regulations and addresses issues and concerns.
9. Performs other duties as assigned by the Assistant Director of School and Community Nutrition Services.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. Three (3) years of experience in institutional food service program, or food, or nutrition related area
2. Kentucky Department of Education Certification as a Food Service Employee
3. Jefferson County Board of Health Sanitation Certification
4. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Knowledge of policies and procedures of the school district
2. Past experience in the area of Child Nutrition Programs

JOB TITLE  
OPERATIONS ASSISTANT

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
MANAGER NUTRITION  
SERVICE CENTER

SALARY SCHEDULE & GRADE  
IB, GRADE 5

LENGTH OF WORK YEAR  
260 DAYS

DATE  
JULY 1, 2013

SCOPE OF RESPONSIBILITIES

Provides assistance in food preparation, storage, delivery and staging of food and supplies and site maintenance in the Nutrition Services functions.

PERFORMANCE RESPONSIBILITIES

1. Operates assigned vehicles in relation to Nutrition Services functions.
2. Performs services related to assembling food and supplies.
3. Delivers food and supplies to sites in a timely manner.
4. Provides set-up of service at sites, as required.
5. Responsible for event/feeding site follow through including maintenance of function site and return of items to Nutrition Services.
6. Assists in all parts of Nutrition Services operations including: receiving of stock, storage, inventory, delivery and maintenance of service equipment.
7. Maintains standards of sanitation in preparation, transport, and service of food.
8. Performs other duties as assigned by the Manager Nutrition Service Center.

PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work requires the use of feet for repetitive movements. The work requires lifting, bending, squatting, crawling, climbing, reaching, carrying, pushing, pulling heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

1. High school diploma or G.E.D
2. Valid commercial driver's license with passenger certification
3. Previous successful experience in food service related function
4. Must be available to accept flexible scheduling including evenings and weekends
5. Department of Health Certification and Kentucky Department of Education/Nutrition Services Certification

DESIRABLE QUALIFICATIONS

1. Knowledge of Board policies
2. Knowledge of school and district office locations

071301

JOB TITLE  
SUPERVISOR FRESH FRUIT AND  
VEGETABLE PROGRAM

DIVISION  
OPERATIONS SERVICES

REPORTS TO  
COORDINATOR NUTRITION  
INITIATIVES

SALARY SCHEDULE & GRADE  
II, GRADE 5

LENGTH OF WORK YEAR  
220 DAYS

DATE  
JULY 1, 2013

SCOPE OF RESPONSIBILITIES

Responsible for planning, monitoring, implementing and reporting for USDA fresh fruit and vegetable program. Trains food service managers/managing assistants, assistants, and school personnel as necessary in the operation of the USDA fresh fruit and vegetable program and monitors for compliance to program regulations. Consults with Coordinator Nutrition Initiatives to establish procedures, priorities, and processes. Places orders with growers/vendors for food/supplies needed and prepares reports, maintains records and controls costs for fresh fruit and vegetable program.

PERFORMANCE RESPONSIBILITIES

1. Trains and monitors food service and school personnel working with fresh fruit and vegetable program in areas of food safety, food preparation and presentation, and nutrition.
2. Determines monthly calendar for fruits and vegetables to be served, utilizing local foods when possible, and in accordance with all program regulations.
3. Responsible for requisitioning in accordance with district and USDA regulations, all supplies, materials and equipment related to the fresh fruit and vegetable program.
4. Assists schools in nutrition education aspects of fresh fruit and vegetable program.
5. Maintains all records and completes all reports for fresh fruit and vegetable program.
6. Develops, revises, and updates procedures for schools participating in fresh fruit and vegetable program.
7. Controls costs associated with fresh fruit and vegetable program at each school to fully utilize all funding and to ensure funding is available for entire school year.
8. Works in cooperation with school and food service staff to accommodate special events such as field day.
9. Maintains contact with multiple growers and vendors to secure a wide variety of fruits and vegetables at the best possible price, utilizing locally grown food when possible.
10. Interacts with parents, students, food service and school personnel on a regular basis to evaluate ways to improve program.
11. Performs other duties as assigned by the Coordinator Nutrition Initiatives.

PHYSICAL DEMANDS

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

1. Three (3) years of experience in institutional food service program, or food, or nutrition related area
2. Kentucky Department of Education Certification as a Food Service Employee
3. Jefferson County Board of Health Sanitation Certification
4. Valid driver's license

DESIRABLE QUALIFICATIONS

1. Knowledge of policies and procedures of the school district
2. Associate degree in food or nutrition related area

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### JOB TITLE

CATERING SUPERVISOR<sup>1</sup>

### DIVISION

OPERATIONS SERVICES

### REPORTS TO

MANAGER NUTRITION SERVICE  
CENTER

### SALARY SCHEDULE

II, GRADE 5

### LENGTH OF WORK YEAR

260 DAYS

### DATE

JULY 1, 2012

### SCOPE OF RESPONSIBILITIES

Responsible for production and service of quality catered food and beverage items. Supervises catering personnel to ensure efficient work flow and high quality production of catered items following standardized recipes and processes. Consults with supervisor to establish procedures, priorities, and processes. Performs all tasks involved in the production of catered items. Coordinates the meal service for satellite locations and the break area for the center. Prepares reports, maintains records and controls costs for items prepared in the catering area.

### PERFORMANCE RESPONSIBILITIES

1. Operates all equipment and trains staff in its proper and safe operation and daily maintenance of all food service equipment located within the catering area.
2. Supervises and schedules all work in the catering area and maintains an inventory of all supplies and materials to maximize the utilization of both equipment and personnel.
3. Responsible for requisitioning through proper channels all supplies, materials and equipment related to catering production.
4. Schedules, supervises and evaluates assigned staff.
5. Maintains recipe files.
6. Develops, revises, and updates procedures for production related items within the catering area.
7. Operates all equipment and trains staff in its proper and safe operation.
8. Works in cooperation with staff to address staff and product movement between work areas.
9. Evaluates all catered food and beverage items for quality, food safety and cost constraints, while maintaining an effective quality control and Hazard Analysis and Critical Control Points plan.
10. Represents unit in client contact service and conducts client evaluations of service and products provided.
11. Performs other duties as assigned by the Manager Nutrition Service Center.

### PHYSICAL DEMANDS

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

### MINIMUM QUALIFICATIONS

1. Associate degree in Quantity Food Production or equivalent experience
2. Three (3) years of experience in large quantity institutional food production with an emphasis in institutional food service
3. Kentucky Department of Education Certification as a Food Service Employee
4. Jefferson County Board of Health Sanitation Certification
5. Valid driver's license

### DESIRABLE QUALIFICATIONS

1. Knowledge of policies and procedures of the school district

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<sup>1</sup> This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.