

REVISED
March 30, 2015



JOB TITLE	BAKERY SUPERVISOR¹		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II, GRADE 5		
WORK YEAR	220 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	FOOD PRODUCTION SUPERVISOR		
SUPERVISES	NUTRITION SERVICES ASSISTANTS		

SCOPE OF RESPONSIBILITIES

Responsible for production and packaging of quality baked products. Supervises bakery personnel to ensure efficient work flow and high quality production of bakery items following standardized recipes and processes. Consults with supervisor to establish procedures, priorities and processes. Performs all tasks involved in the production and packaging of baked items. Prepares reports, maintains records and controls cost for items prepared in the bakery area.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the operation and daily maintenance of all bakery, packaging, and food service equipment located within the bakery and packaging areas

Supervises and schedules bakery and packaging operations maintaining an inventory of all supplies and materials to maximize the utilization of both equipment and personnel

Responsible for requisitioning through proper channels all supplies, materials and equipment related to the baking and packaging areas

Schedules, supervises and evaluates all employees in the time management and quality control of bakery products

Supervises the production and packaging of all bakery items to ensure high standards of food quality, safety, accurate counts and pack sizes, proper use of equipment, and standardized recipe compliance

Develops, revises and updates procedures for production items within the bakery area

Operates all equipment and trains staff in its proper and safe operation

Works in cooperation with staff to address staff and product movement between work areas

Evaluates all bakery products for quality, food safety and cost constraints while maintaining an effective quality control and Hazard Analysis and Critical Control Points plan

Performs other duties as assigned by the Food Production Supervisor

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

Associate degree in Quantity Baking or related experience

Three (3) years of experience in large quantity institutional baking with an emphasis in yeast breads and sweet goods

Kentucky Department of Education Certification as a Food Service Employee

Jefferson County Board of Health Sanitation Certification

DESIRABLE QUALIFICATIONS

Knowledge of district policies and procedures and organizational goals and objectives

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

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JOB TITLE	SOFTWARE ENGINEER		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II, GRADE 8		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	ASSISTANT DIRECTOR SYSTEMS DEVELOPMENT		
SUPERVISES	NA		

SCOPE OF RESPONSIBILITIES

Leads and assists with the supervision of project teams. Participates hands-on in all aspects of software development including architecture, business requirements, design, development, and testing. Configures, maintains and troubleshoots hardware associated with hosting district applications. Serves as the subject matter expert and interacts with business owners and other stake holders to collect business requirements and to insure projects are completed in a timely fashion.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Leads and assists with the supervision of projects teams, employs established internal standards and participates hands-n in all aspects of software development including architecture, business requirements, design, development, and testing

Works closely with the Platform Services group to diagnoses, troubleshoot, configure and monitor hardware relevant to the hosting of software applications and provides satisfactory and timely resolution to all issues pertinent to the same thereby insuring high availability and reliability

Leads and executes hands-on multiple concurrent projects utilizing effective time management, planning, organization, communication, and people skills to liaise with customers, developers, and other team members insuring timely delivery of projects and providing timely status updates to management and stakeholders

Interacts with business owners and functions as a subject matter expert in applicable business areas and collects business requirements as required

Provides excellent and timely customer service by utilizing polite business communications, delivering projects on time, and satisfying ad-hoc data and/or report requests

Mentors other staff members, assists staff in technical certification efforts and employs proactive measures to resolve project problems and implements such measures throughout the team

Stays current on certification(s) by successfully completing updated certification exam(s), and keeps related developer skills updated

Researches emerging software development technologies and/or methodologies, develops standards and processes to facilitate the use of cutting edge programming languages, development tools and programming methodologies, and implements technology and processes for increasing productivity and reducing costs

Evaluates and recommends 3rd party software as needed

Performs other duties as assigned by the Assistant Director Systems Development

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, crawling, climbing, reaching, with the ability to lift, carry, push or pull light weights.

MINIMUM QUALIFICATIONS

Bachelor's degree in related field

Three (3) years of demonstrable hands-on experience in leading all phases of enterprise software development

In-depth knowledge of object-oriented programming languages and tools for the web, and enterprise database design and inquiry skills

A current, relevant, and industry-recognized certification, or ability to successfully complete department-designated and department-paid certification(s) within twelve (12) months of hire

One (1) year experience in Data Mining, Statistical Analysis, and Algorithmic Design for large data sets using Clustering & Classification Algorithms, Statistical Modeling, Analysis of Variance (ANOVA), Covariance and Factorial Experiments or one (1) year experience designing, configuring, and managing enterprise SharePoint and Team Foundation Server implementations

DESIRABLE QUALIFICATIONS
Master's degree with computer specialization
Enterprise hardware troubleshooting which includes servers, load balancers, and related network components
Excellent communication and interpersonal skills
Supervisory experience in software development

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JOB TITLE	COORDINATOR FOOD PROCUREMENT		
DIVISION	OPERATIONS SERVICE		
SALARY SCHEDULE	II GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	MANAGER NUTRITION SERVICE CENTER		
SUPERVISES	CLERK III		

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 & EVALUATION CRITERIA

Supervises the purchasing of proper types and quantities of food and supplies to meet program needs and ensures compliance with the Model Procurement Code

Acts as Kentucky Department of Agriculture liaison for receipt and distribution of USDA Foods to ensure compliance with Federal regulations

Communicates with food suppliers and manufacturers regarding purchasing and product issues to ensure product quality and availability

Formulates and maintains product specifications for all foods and supplies used in the program

Prepares and evaluates bids and distributes bid awards

Works closely with warehouse personnel to coordinate product warehousing, including continual evaluation of the process and stock levels

Maintains software programs applicable to food and supplies procured

Supervises direct quality control program for the service sites to continually assess product quality

Responsible for disseminating updates on bid information and monitoring food usage

Supervises operation of Nutrition Service Center in the absence of the Manager Nutrition Service Center

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

Bachelor's degree in Nutrition, Food Management, Dietetics or Business

Three (3) years successful managerial experience in institutional food service programs

Ability to communicate professionally

Valid driver's license

DESIRABLE QUALIFICATIONS

Professional training in the food service area

Knowledge of policies and procedures of the school district

Instructional experience

SNA Certification or SNS Credential