

REVISED
April 26, 2016



JOB TITLE	DIRECTOR ACTIVITIES/ATHLETICS		
DIVISION	ADMINISTRATION		
SALARY SCHEDULE	IV GRADE 13		
WORK YEAR	260 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	ASSISTANT SUPERINTENDENT FOR ACADEMIC ACHIEVEMENT K-12 AREA 1		
SUPERVISES	COORDINATOR ACADEMIC COMPETITION, TWO (2) CLERK II, COORDINATOR II (ACTIVITIES), AND SECRETARY II		

SCOPE OF RESPONSIBILITIES

Provides leadership to and general oversight of the district's activities/athletics programs. Supervises personnel involved in the development and implementation of district wide activity/athletic programs; monitors rules and regulations of the Kentucky High School Athletic Association and the Jefferson County Board of Education; develops and maintains an effective activity/athletic bidding procedure.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Design and implement the activities and athletics events in a fair and equitable manner throughout the school district

Work cooperatively with the Kentucky High School Athletic Association and serve as a liaison between member schools and KHSAA

Administer and enforce the activities and athletic policies, regulations and rules

Investigate all allegations of infractions and make recommendations for appropriate remedies or corrective action

Implement, enhance and review the tutoring learning centers and the homework hotline services

Implement and review eligibility standards and student participation processes

Critique the management of local school athletic/activity funds, determine compliance with policies, and implement a plan to fund district wide activities not covered by the operation budget that pertains to this office

Work cooperatively with identified community agencies, structures, athletic leagues and organizations to ensure an open dialogue with the school district

Provide leadership, supervise and evaluate assigned staff

Performs other duties as assigned by Assistant Superintendent for Academic Achievement K-12 Area 1

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 driving automotive equipment

MINIMUM QUALIFICATIONS

Master's Degree with Kentucky Certification in administration and/or supervision

Experience in the areas of activities, intramural, human relations and athletics

Successful supervisory experience in student activities

Demonstrated ability to work with Principals, athletic directors, game officials, community organizations and booster clubs

Ability to organize and manage programs of activities as an integral part of the total educational program of the district

DESIRABLE QUALIFICATIONS

Three (3) years successful experience as an athletic director

NIAAA Certified Athletic Administrator

NIAAA Certified Master Athletic Administrator

NEW
APRIL 26, 2016



JOB TITLE	EXECUTIVE CHEF NUTRITION SERVICE CENTER¹		
DIVISION	OPERATIONS SERVICES		
SALARY SCHEDULE	II GRADE 5		
WORK YEAR	202 DAYS	FLSA STATUS	EXEMPT
REPORTS TO	MANAGER NUTRITION SERVICE CENTER		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Serves as the lead of the culinary development team. Must possess a Chef level understanding of menu planning and culinary training. Works with Director, Manager, Coordinator of Menu and Dietary Needs to evaluate, develop, and implement recipes. Oversees formalized product testing and market research program to meet the needs of students and staff, in compliance with USDA Federal, State and Department guidelines. Responsible for working closely with Central Kitchen production staff, Food Service Managers and Assistants at 148 Jefferson County School Sites. Represents the department to staff, schools, parents and community through events and demonstrations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Provides leadership to research and develop new menus and recipes in accordance with nutritional standards and food cost

Assists in onsite training of personnel on culinary technique, recipe assembly, and flow

Develops materials and procedures relevant to preparation and service of recipes (i.e, recipes cards, descriptions and pictures.)

Works with Food Procurement Coordinator to research, cook, and test new products

Works with Central Kitchen production staff on production culinary techniques and product development related to each department

Utilizing software, maintains reports relevant to key performance indicators pertaining to menu product development

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and trains employees in the correct and safe use of equipment, food storage, and proper sanitation procedures

Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and SSOP's

Attends conferences and professional developments required by department

Represents the department to staff, schools, and community to increase student participation and promote school nutrition programs

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, crawling, climbing, 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

High School Diploma or G.E.D.

Five (5) years experience in culinary arts at a level equivalent to that of an Executive Chef or higher

Valid commercial driver's license

Valid KY compliant Food Safety Certificate

Must be computer literate able to utilize Microsoft Office Suite

DESIRABLE QUALIFICATIONS

Bachelors in Culinary Arts or related field

Experience in school meal programs
Presentation and demonstration skills
HACCP Certification

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

NEW
APRIL 26, 2016



JOB TITLE	GENERAL MAINTENANCE TECHNICIAN		
DIVISION	OPERATIONS		
SALARY SCHEDULE	IB GRADE 7		
WORK YEAR	260 DAYS	FLSA STATUS	NON EXEMPT
REPORTS TO	FOREMAN		
SUPERVISES	N/A		

SCOPE OF RESPONSIBILITIES

Responsible for the performance of planned preventative maintenance tasks, initial troubleshooting and corrective maintenance tasks for assigned buildings.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Inspects building interiors, exteriors, doors, windows, floors and equipment to identify and perform repairs where necessary

Performs minor carpentry repairs to floor and ceiling tile, doors and door hardware, window sashes and sills, etc. Installs instructional boards, bulletin boards and white boards in classrooms and offices

Performs minor masonry and painting repairs such as patching cracked concrete, patching holes, sanding, and spot painting

Performs minor plumbing repairs such as leaking fittings, couplings and fixtures, faucets, washers, seats, stems and clears obstructed plumbing lines and fixtures

Replace lamps and ballasts, repair and/or replace light switches, receptacles and other minor electrical devices under 200 volts (except 277 volt lighting)

Troubleshoot, repair, and replace minor appliances such as clocks, simple kitchen equipment, custodial equipment, fans, etc

Visually inspect equipment operation and HVAC filters. Repair, replace or create work orders as required by procedures

Participate in training as required

Responsible for own safety and safety of others while performing tasks

Performs other duties as assigned by the Foreman

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, crawling, reaching, with the ability to lift, carry, push or pull 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

High School Diploma or G.E.D.

Four (4) years experience in skilled trades

Experience reading and following blueprints, drawings, schematics, and diagrams

Valid driver's license

DESIRABLE QUALIFICATIONS

Completed apprenticeship program

Skilled trades certifications