



FLOYD COUNTY BOARD OF EDUCATION
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Jeff Stumbo, Chair - District 3
Linda C. Gearheart, Vice Chair- District 1
Dr. Chandra Varia, Member - District 2
Rhonda Meade, Member - District 4
Sherry Robinson, Member - District 5

Information Agenda Item: Create a School Nutrition Supervising Manager position.

Applicable Statute or Regulation: KRS 162.90 Powers and duties of the local board.

Fiscal/Budgetary Impact: The costs for this position will come from the School Nutrition Department.

History/Background: The Floyd County School District has continued to participate in the Community Eligibility Program successfully now for the past 5 years. As a result, we have seen higher participation rates from each of our schools over that period of time. As a result, revenue has increased during that time period. The creation of the position of School Nutrition Supervising Manager will help to continuously improve the quality of our school nutrition program. This position will focus on improving consistency in the areas of safety, food preparation, quality of meals, inventory management, staff training, and monitoring of the day to day operations in the school nutrition department at all of the Floyd County Schools.

Recommended Action: Approve as recommended.

Contact Person: Dale Pack, Director – Director of Districtwide Services

Date: October 5th, 2016

DIRECTOR

SUPERINTENDENT

The Floyd County Board of Education does not discriminate on the basis of race, color, national origin, age, religion, marital status, sex, or disability in employment, educational programs, or activities as set forth in Title IX & VI, and in Section 504.



FLOYD COUNTY SCHOOLS

Classified Job Description

TITLE:	School Nutrition Supervising Manager
QUALIFICATIONS:	High school diploma or G.E.D. 3 or more years of managerial experience in the school food service industry preferred.
REPORTS TO:	Director
JOB GOAL:	Help manage and coordinates the food service operations and activities at each of the school sites.
EVALUATION:	Performance will be evaluated in accordance with provisions of the district evaluation plan.
TERMS OF EMPLOYMENT:	Salary and terms of employment according to approved salary schedules.

PERFORMANCE RESPONSIBILITIES:

- Help manages and coordinate the food service operations and activities at assigned schools;
- Analyzes effectiveness, assures compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Assures guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
- Monitors menu preparation, assuring compliance with regulations and requirements; assist managers in estimates and orders amount of food and supplies needed; monitor and control expenditures.
- Assist managers in directing and assigning schedules and evaluating food service personnel; conducts training sessions for new employees.
- Inspects lunchrooms and kitchen areas to assure compliance with health, safety and sanitation requirements and regulations.
- Assists in planning work schedules and coordinating daily work for efficient use of labor.
- Trains and assists employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.
- Participates in, schedules, and attends professional development and meetings.
- Assists in monitoring visits for all school nutrition programs
- Perform related duties as assigned.

I hereby acknowledge I have received and reviewed a copy of my job description with the Floyd County Board of Education.

Employee Signature: _____

Last four digits of SS#: _____

Date: _____

EFFECTIVE DATE	GRADE/RANK	DESCRIPTION	HOURS PER DAY	DAYS PER YEAR	STEP/L EVEL	HOURLY RATE	DAILY RATE	PERIOD SALARY	ANNUAL SALARY
10/25/2016	7163	CN Sup. MGR	7.50	240.00	0	15.4567	115.9250	1,159.25	27,822.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	1	15.5333	116.5000	1,165.00	27,960.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	2	15.6289	117.2167	1,172.17	28,132.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	3	15.7056	117.7917	1,177.92	28,270.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	4	15.7994	118.4958	1,184.96	28,439.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	5	15.8767	119.0750	1,190.75	28,578.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	6	16.1494	121.1208	1,211.21	29,069.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	7	16.1494	121.1208	1,211.21	29,069.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	8	16.1494	121.1208	1,211.21	29,069.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	9	16.1494	121.1208	1,211.21	29,069.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	10	16.5844	124.3833	1,243.83	29,852.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	11	16.5844	124.3833	1,243.83	29,852.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	12	16.5844	124.3833	1,243.83	29,852.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	13	16.5844	124.3833	1,243.83	29,852.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	14	16.5844	124.3833	1,243.83	29,852.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	15	17.0311	127.7333	1,277.33	30,656.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	16	17.0311	127.7333	1,277.33	30,656.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	17	17.0311	127.7333	1,277.33	30,656.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	18	17.0311	127.7333	1,277.33	30,656.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	19	17.0311	127.7333	1,277.33	30,656.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	20	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	21	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	22	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	23	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	24	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	25	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	26	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	27	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	28	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	29	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	30	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	31	17.6556	132.4167	1,324.17	31,780.00

10/25/2016	7163	CN Sup. MGR	7.50	240.00	32	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	33	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	34	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	35	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	36	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	37	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	38	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	39	17.6556	132.4167	1,324.17	31,780.00
10/25/2016	7163	CN Sup. MGR	7.50	240.00	40	17.6556	132.4167	1,324.17	31,780.00