



Bullitt County Public Schools

1040 Highway 44 East
Shepherdsville, Kentucky 40165

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www.bullittschools.org

MEMO

To: Dr. Keith Davis, Superintendent
Ms. Becky Sexton, Assistant Superintendent for Support Services

From: Jennifer Wooley, Director of Human Resources *JW*

Date: April 11, 2018

RE: Item for April Board Agenda - Abolishment of a School Food Service Position

Attached please find a memo from Director of School Food Services Angela Voyles requesting abolishment of the 196 day Program Assistant position beginning school year 2018-2019. Also attached, you will find the job description for both Program Assistant positions within the SFS department which indicates the difference in the contract terms of the two positions.

Pursuant Board Policy 03.2313 Demotion, the employee currently holding the 196 day Program Assistant position will be demoted to a cafeteria manager position for which she is qualified.

I recommend abolishment of the 196 day Program Assistant position. If you have any questions regarding this recommendation, please feel free to contact me.

*OK to April
Becky Sexton*



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MEMORANDUM

TO: Jennifer Wooley, Director of Human Resources

FROM: Angela Voyles, Director of School Food Service 

DATE: April 10, 2018

RE: Request for Dissolution of SFS Position (196 Day Program Assistant)

Submitted is a request to dissolve the 196 Day Program Assistant position from the School Food Service Department beginning school year 2018-2019. The reasoning for this request is that the position is no longer necessary and the funds used to pay the salary of this position would be better spent more directly serving our students.

School Food Service depends upon a balance of revenue to expenditures in order to be a self-sustaining department within the school district. It is expected that expenses such as food, supplies and technology will continue to rise in coming years and yet the rate of federal reimbursement, our main source of funding, will fail to match in comparison. By eliminating this position, the Department will save approximately \$40,000 annually. This savings will be reinvested back into the program through needed equipment purchases and fewer cuts to school level staffing.

Removal of this position will not hinder the efficiency or operations of the SFS central office as most responsibilities will be transferred to the Director of School Food Service.

Feel free to call or email if you have any questions.

POSITION DESCRIPTION

SCHOOL FOOD SERVICE PROGRAM ASSISTANT

Responsible To: Director, School Food Service

Contract Terms: 196 Days per year

Qualifications:

Certification:	High School Diploma or equivalent
Experience:	Three years successful experience in School Food Service management. Alternate work experience and training may be considered in lieu of management experience.

SCOPE OF RESPONSIBILITIES

Support the School Food Service operation by assisting with the operational programs and record keeping. Responsible for technical assistance and training food service managers in the areas of management, merchandising and accounting procedures.

PERFORMANCE RESPONSIBILITIES:

1. Have current knowledge of program rules, regulations and requirements.
2. Assist in training and monitoring food service personnel.
3. Complete monthly D-2 report and supplementary reports.
4. Serves as interim cafeteria manager, as assigned by Director.
5. Attend meetings and training as related to food service operations and activities. Qualify and maintain SNA Certification. Some overnight stay may be necessary.
6. Process Free/Reduced applications.
7. Monitor on-line responsibilities of managers and cashiers in accordance with software procedures.
8. Monitor sanitation and safety practices in all schools and make recommendations for improvement.
9. Perform other duties as assigned by Director.

MINIMUM QUALIFICATIONS:

1. Operate computer and peripheral equipment successfully.
2. Proficient in use of Word, Excel, and state approved Food Service software.
3. Valid driver's license and dependable transportation.
4. Successful experience as a food service manager.

POSITION DESCRIPTION

SCHOOL FOOD SERVICE PROGRAM ASSISTANT

Responsible To:	Director, School Food Service		
Contract Terms:	261 Days per year – to include serving as the coordinator for the Summer Food Service Program		
Qualifications:	Certification:	High School Diploma or equivalent	
	Experience:	Three years successful experience in School Food Service management. Alternate work experience and training may be considered in lieu of management experience.	

SCOPE OF RESPONSIBILITIES

Support the School Food Service operation by assisting with the operational programs and record keeping. Responsible for technical assistance and training food service managers in the areas of management, merchandising and accounting procedures.

PERFORMANCE RESPONSIBILITIES:

1. Have current knowledge of program rules, regulations and requirements.
2. Assist in training and monitoring food service personnel.
3. Complete monthly D-2 report and supplementary reports.
4. Serves as interim cafeteria manager, as assigned by Director.
5. Attend meetings and training as related to food service operations and activities. Qualify and maintain SNA Certification. Some overnight stay may be necessary.
6. Process Free/Reduced applications.
7. Monitor on-line responsibilities of managers and cashiers in accordance with software procedures.
8. Monitor sanitation and safety practices in all schools and make recommendations for improvement.
9. Perform other duties as assigned by Director.

MINIMUM QUALIFICATIONS:

1. Operate computer and peripheral equipment successfully.
2. Proficient in use of Word, Excel, and state approved Food Service software.
3. Valid driver's license and dependable transportation.