



Kenton County School District | It's about ALL kids.

**THE KENTON COUNTY BOARD OF  
EDUCATION**

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Dr. Henry Webb, Superintendent of Schools

**KCSD ISSUE PAPER**

**DATE:**

November 1, 2017

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve New Position – Operations System Coordinator, Student Nutrition

This position would be the fourth position in the Student Nutrition department feeding 14,000 students and serving 17 schools. The person hired in this position will be out in the schools everyday monitoring temperature logs, food usage, attractiveness of the serving lines, be available for employee training as necessary to name a few job responsibilities. This position would bring the department the size of KC Student Nutrition Department to the recommended four positions by the 2016 audit to help run the day-to-day operations of the 17 cafeterias.

**APPLICABLE BOARD POLICY:**

None

**HISTORY/BACKGROUND:**

In the past, the operations was able to run with three people but with the growing number of feeding programs, evening snack, summer, etc. the audit recommended 4 people to run and oversee programs.

**FISCAL/BUDGETARY IMPACT:**

None, funds are generated by the department and are in line with the federal guidelines.

**RECOMMENDATION:**

It is recommended that the board approve this item.

**CONTACT PERSON:**

Kimberly Banta

\_\_\_\_\_  
*Principal*

\_\_\_\_\_  
*Kimberly Banta*  
*Director*

\_\_\_\_\_  
*[Signature]*  
*Superintendent*

*Use this form to submit your request to the Superintendent for items to be added to the Board Meeting Agenda.*

*Principal –complete, print, sign and send to your Director. Director –if approved, sign and put in the Superintendent's mailbox.*

**Kenton County Board of Education**

Board Members: Carl Wicklund, Chairperson Karen L. Collins, Vice Chairperson Joshua Crabtree, Esq. Carla Egan Jessica Jehn  
"The Kenton County Board of Education provides *Equal Education & Employment Opportunities.*"

**JOB TITLE:** OPERATIONS SYSTEM COORDINATOR, **Student Nutrition**

**Qualifications:**

1. High School Diploma
2. Computer Literate
3. Good Communication Skills
4. Such Alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Reports To:** Assistant Superintendent/Director

**Job Goal:** Organize, coordinate, and support ~~district-wide~~ **student nutrition** programs. Serve as the liaison between Director and others in the implementation of program objectives and activities.

**REPRESENTATIVE DUTIES:**

- Perform responsible duties in support of specific programs at the District level.
- ~~Organize, facilitate and document~~ **Monitor** all District Facility Planning efforts **food service facilities and staff.**
- Work closely with other program personnel to coordinate activities and assure compliance with program and District directives.
- Provide various services and implement functions for the program involving direct or indirect contact with students, parents, outside program officials, regulatory agencies and others.
- Provide input to District-wide reports for an assigned program; monitor program ~~budget~~ **policies** as directed.
- Analyze program material and provide input for modification as required.
- Research, collect and compile data as directed to develop reports; analyze data and suggest implications.
- Work cooperatively with others.
- **Train new employees on kitchen and food safety regulations**
- Perform related duties as assigned.

Terms of Employment: ~~230/225~~ **200** Days Pay Grade: G12

Evaluation: Performance of this job will be evaluated annually by the Assistant Superintendent/Director.

REVISED: 9/14/2015

**REVISED: 11/1/2017**

Approved: 7/23/07