



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:

January 22, 2018

AGENDA ITEM (ACTION ITEM):

Consider/Approve Update School Food Service Manager Job Description "Terms of Employment" to 6 professional development days.

APPLICABLE BOARD POLICY:

Not applicable

HISTORY/BACKGROUND:

School Food Service Manager Contract reflect 187 paid days. The current terms of employment exceed 187 paid days: 177 pupil attendance days, 4 holidays, and 8 professional development days. Updating the terms of employment to 6 professional development days will align with the paid days and managers will still meet the professional standard requirements of the United States Department of Agriculture.

FISCAL/BUDGETARY IMPACT:


Not applicable

RECOMMENDATION:

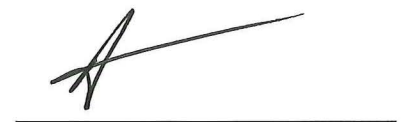
The Board approve the updated job description

CONTACT PERSON:

Student Nutrition Director -- Elizabeth Hord


Principal
Director


District Administrator


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.*"

TITLE: School Food Service Manager

QUALIFICATIONS:

1. Level 1 -- High School Diploma Experience preferred
Level 2 -- Completion of a 2 year associates degree in a related field
Level 3 -- Bachelor's Degree in a related field
2. Meets required physical examination
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: Assistant Superintendent, Executive Director, or designee

JOB GOAL: To insure that food of high nutritious quality, according to USDA standards for Child Feeding Programs, is made available to each student in that school, and to insure the smooth and efficient operation of the school cafeteria for the ultimate health, comfort, and benefit of the students.

PERFORMANCE RESPONSIBILITIES:

1. Assigns, directs, plans, and supervises the work of school food service employees.
2. Plans and directs the preparation and serving of all food in the school cafeteria.
3. Directs sanitation procedures in accordance with acceptable sanitation rules.
4. Inspects the kitchen, cooking and mixing utensils, and employees for cleanliness and sanitary purposes.
5. Assumes responsibility for the security of food and supplies from successful bidders.
6. Assumes responsibility for the security of revenue of school food services and deposits in bank in accordance with directives from Directory of Food Services.
7. Checks food shipments into school cafeteria, signing all invoices.
8. Determines quantities of each food to be prepared daily.

9. Determine proper serving size to meet guidelines and effectively communicates the information to cafeteria workers.
10. Makes reports to Director of Food Services as required to meet cash-based accounting procedures as deemed necessary by State Department of Education, Division of School Food Services.
11. Confers with Director of Food Services regarding any personnel problems.
12. Reports to Director of Food Services any faulty or inferior quality food and/or other items received.
13. Supervises the daily cleaning of all kitchen equipment, and the washing and sterilizing of all dishes, silverware and utensils.
14. Supervises the daily perpetual inventory of food and supplies and the actual count at end of month for inventories.
15. Oversees the locking of the storerooms.
16. Works with the Director of Food Services, teachers, principal, parents and students for input into child nutrition programs.
17. Attends meetings as designated by Director of Food Services to attend.
18. Performs such other tasks as may be assigned.

TERMS OF EMPLOYMENT:

Length of year not to exceed 177 pupil attendance days, 4 holidays, and ~~8 professional development days~~ 6 professional development days.

Level 1 Pay Grade 5 for enrollment <850
Pay Grade FMHS if enrollment >=850
Level 2 Pay Grade 8
Level 3 Pay Grade 10

EVALUATION: Performance of this job is to be evaluated annually by an Assistant Superintendent, Executive Director, or designee.

DATE APPROVED: 11/25/80
DATE REVISED: 05/19/03
REVISED: 06/01/2015
REVISED: 04/03/2017