

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:**

April 16, 2018

**AGENDA ITEM (ACTION ITEM):**

Consider/Approve The Student Nutrition department requests Board approval to increase the current "Student Nutrition Operations Coordinator" position from 225 days worked per year to 230 days worked per year effective July 1, 2018.

**APPLICABLE BOARD POLICY:**

3.233 "Duties"

**HISTORY/BACKGROUND:**

Over the past several years the free and reduced population within Kenton County Schools has increased. The increasing free and reduced population comes with an increase in processing of application and other duties To meet this need, increasing the days worked by the Student Nutrition Operations Coordinator from 225 days per school year to 230 days per school year will allow for the additional work to be handled in a timely manner.

**FISCAL/BUDGETARY IMPACT:**

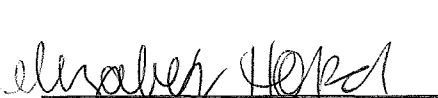
The salary increase for the additional 5 days worked per year, assuming an employee with 7 years of experience on the current G14 pay scale for the position will be \$910 per year. This salary increase will be covered by Student Nutrition funds.

**RECOMMENDATION:**

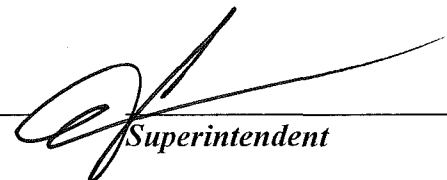
It is recommended the Kenton County Board of Education approve the increase of days worked for the Student Nutrition Operations Coordinator position from 225 days to 230 days effective July 1, 2018.

**CONTACT PERSON:**

Elizabeth Hord, Director of Student Nutrition

  
Principal

  
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 Nutrition Operations Coordinator

**QUALIFICATIONS:**

1. B.S. Degree in Food Service, Nutrition, Business, or related field
2. Five years food service experience
3. Valid Driver's License
4. Experience with food service computer systems

**REPORTS TO:** Assistant Superintendent, Executive Director, or designee

**JOB GOAL:** To coordinate and monitor district food service programs such as food purchasing, computer systems training and upkeep, and meal participation. Prepare participation and revenue reports to meet state and federal requirements.

**PERFORMANCE RESPONSIBILITIES:**

1. Plan and coordinate food purchasing, to include food orders, problems with products, food preparation, and problems with vendors.
2. Make recommendations to director concerning new product ideas and recipes.
3. Coordinate the computer system and work with district technology staff to solve problems.
4. Plan and conduct in-service as needed involving computers, food preparation and purchasing, and other topics as assigned by the director of food services.
5. Assist with menu development to increase meal participation.
6. Assure quality of food service program by on-going monitoring of schools.
7. Represent the department and district at various local, state and federal workshops, conferences and seminars as assigned by Director of Food Services.
8. Perform other duties as assigned by Director of Food Services.

**TERMS OF EMPLOYMENT:** 225 Days **230 Days** Pay Grade 14

**SALARY:** Determined by Classified Salary Schedule

**EVALUATION:** Annually by Assistant Superintendent, Executive Director, or designee

**APPROVED:** August 18, 2003

REVISED: 06/01/2015

REVISED: 08/03/2015