



~~NEW~~Effective: 08/07/2019
 05/05/2021

Submitted: 08/06/2019
 05/04/2021

JOB TITLE:	COORDINATOR HOUSEKEEPING SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8178
BARGAINING UNIT:	CLAS CLAP

SCOPE OF RESPONSIBILITIES

Manages and supervises Area Housekeeping Supervisors to ensure all buildings are maintained in a manner that provides a clean and healthy environment suitable for education for students and staff. Ensures all building level maintenance tasks are completed according to JCPS procedures.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard

Assists with development and execution of professional training programs, including custodial in-service and seminars for housekeeping area supervisors, plant operators, plant operator trainees, night leads, custodians, and substitute custodians

Manages and supervises Housekeeping area supervisors

Assists with the preparation of bid specifications and manages evaluation programs for selection of quality custodial supplies and equipment; maintains liaison with other departments to maintain a full up to date inventory of quality custodial supplies and equipment

Assists with the production of professional training films, instructional programs, and preparation of the written housekeeping manual

Assists with supervision of plant operator trainees and substitute custodians, evaluates their work performance, and initiates disciplinary action as necessary

Participates in the interview process to screen and select quality applicants for entry level housekeeping positions

Participates as a member in the Housekeeping Advisory Committee and the employee relations meetings as assigned

Evaluates staff as assigned

Completes all trainings and other compliance requirements as assigned and by the designated deadline

Performs other duties as assigned by the Manager Housekeeping Services

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

~~Bachelor's degree~~ High School Diploma or G.E.D.

Three (3) years of successful experience in housekeeping practices and procedures or other equivalent experience

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience managing housekeeping programs and personnel
Bachelor's degree
Knowledge of a variety of housekeeping supplies, materials and equipment
Experience in a diverse workplace



Effective: 5/5/2021 Submitted: 5/4/2021

JOB TITLE:	COORDINATOR HOUSEKEEPING SERVICES
DIVISION:	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 6
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAP

SCOPE OF RESPONSIBILITIES

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PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Assists with coordination, preparation, and evaluation of standards and procedures for all custodial services ensuring compliance with HAZCOM, OSHA, and safety standard

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Three (3) years of successful experience in housekeeping practices and procedures or other equivalent experience

Valid driver's license

Effective communication skills

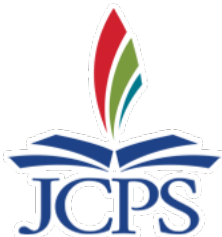
DESIRABLE QUALIFICATIONS

Experience managing housekeeping programs and personnel

Bachelor's degree

Knowledge of a variety of housekeeping supplies, materials and equipment

Experience in a diverse workplace



NEW Effective: **Submitted:**
 07/01/2020 03/19/2020
 05/05/2021 05/04/2021

JOB TITLE:	COORDINATOR NUTRITION SERVICES I
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8088
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving a minimum of 500 daily total meals and meal equivalents to ensure that federal, state, and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of all resources and implementation of all department policies and procedures

Monitors ~~and evaluates~~ employee performance and morale

Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

Provides leadership to school nutrition staff that promotes team effectiveness and productivity

Completes accurately all assigned records and reports utilizing approved software

Participates in all scheduled professional development training to meet local, state, and federal training requirements

Implements customer service techniques to promote satisfaction and increase program participation

Supervises implementation of approved Hazard Analysis and Critical Control Points plan

Follows District policies related to equipment operation, safety, and maintenance practices

Follows federal, state, and local guidelines and regulations for addressing special dietary needs in the school nutrition program

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful food service experience

Complete Kentucky Department of Education certification as a food service employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS

Two (2) years college in Nutrition, Food Service Management or Accounting

Successful experience in Jefferson County School and Community Nutrition Services operation

Louisville Department of Public Health and Wellness Food Safety certification

Proficient math and computer skills

Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.
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Effective: 05/05/2021
Submitted: 05/04/2021

JOB TITLE:	COORDINATOR NUTRITION SERVICES I
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 4
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8088
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving a minimum of 500 daily total meals and meal equivalents to ensure that federal, state, and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of all resources and implementation of all department policies and procedures

Monitors employee performance and morale

Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

Provides leadership to school nutrition staff that promotes team effectiveness and productivity

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MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful food service experience

Complete Kentucky Department of Education certification as a food service employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS

Two (2) years college in Nutrition, Food Service Management or Accounting

Successful experience in Jefferson County School and Community Nutrition Services operation

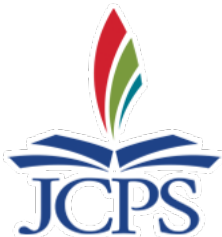
Louisville Department of Public Health and Wellness Food Safety certification

Proficient math and computer skills

Experience in a diverse workplace

Footnote

This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.
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NEW Effective: **Submitted:**
 07/01/2020 06/09/2020
 05/05/2021 05/04/2021

JOB TITLE:	COORDINATOR NUTRITION SERVICES II
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 3
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8104
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving less than 500 daily total meals and meal equivalents to ensure that federal, state and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of all resources and implementation of all department policies and procedures

Monitors ~~and evaluates~~ employee performance and morale

Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

Provides leadership to school nutrition staff that promotes team effectiveness and productivity

Completes accurately all assigned records and reports utilizing approved software

Participates in all scheduled professional development training to meet local, state, and federal training requirements

Implements customer service techniques to promote satisfaction and increase program participation

Supervises implementation of approved Hazard Analysis and Critical Control Points plan

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Successful food service experience

Complete Kentucky Department of Education certification as a food service employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS
Two (2) years of college in Nutrition, Food Service Management or Accounting
Successful experience in Jefferson County School and Community Nutrition Services operation
Louisville Department of Public Health and Wellness Food Safety certification
Proficient math and computer skills
Experience in a diverse workplace



Effective: 05/05/2021 Submitted: 05/04/2021

JOB TITLE:	COORDINATOR NUTRITION SERVICES II
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 3
WORK YEAR:	187 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8104
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Manages the food service program in a location serving less than 500 daily total meals and meal equivalents to ensure that federal, state and local procedures and policies are strictly adhered to; supervises and seeks to improve food service staff performance; and serves nutritionally balanced and attractive meals within financial guidelines. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Maintains a financially sound operation including optimum use of all resources and implementation of all department policies and procedures

Monitors employee performance and morale

Conducts training with staff that positively impacts food service operations and meets local, state, and federal requirements

Provides leadership to school nutrition staff that promotes team effectiveness and productivity

Completes accurately all assigned records and reports utilizing approved software

Participates in all scheduled professional development training to meet local, state, and federal training requirements

Implements customer service techniques to promote satisfaction and increase program participation

Supervises implementation of approved Hazard Analysis and Critical Control Points plan

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, and fine manipulations. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

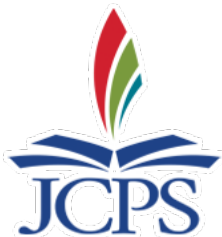
Successful food service experience

Complete Kentucky Department of Education certification as a food service employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS

Two (2) years of college in Nutrition, Food Service Management or Accounting
Successful experience in Jefferson County School and Community Nutrition Services operation
Louisville Department of Public Health and Wellness Food Safety certification
Proficient math and computer skills
Experience in a diverse workplace



NEW Effective: **Submitted:**
07/17/2019 **07/16/2019**
05/05/2021 **05/04/2021**

JOB TITLE:	SPECIALIST ASSISTANT DIRECTOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 9 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Completes and maintains the program application and agreement with the Kentucky Department of Education relative to all of the USDA meal programs implanted in the District; prepares and monitors all department contracts with District programs; supervises the management of s meal service sites to ensure compliance with federal, state, and local regulations and procedures;;supervises department consultants and other designated program personnel; and manages regulatory program operations in absence of the director.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares, submits and maintains, according to appropriate schedule, the Kentucky Department of Education application and agreement for all department programs

Assumes responsibility for the interpretation of federal and state regulations for the development of District policy and the dissemination of such information to District personnel

Institutes the planning, development and implementation of new projects and programs for districtwide adaptation and oversees compliance standards for such programs

~~Monitors the performance and evaluation of site-based employees in collaboration with designated site-based administrators to ensure operations meet the performance objectives of the program~~

Monitors site-based program compliance and operational performance

Oversees the department's compliance and regulatory operations ~~in the absence of the director~~ including required USDA monitor reviews and routine site visits

Coordinates the department's preparation, conduct, and response to state and federal audits and reviews

Evaluates staff as assigned

Instructs staff in managerial and nutrition policy and procedures

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree in food nutrition, institutional management, business administration, or related field

Five (5) years successful managerial experience in food service programs

Ability to communicate professionally
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
School Nutrition Specialist Credential or Level 2 4 School Nutrition Association Certification Certificate
Professional training in food service areas
Knowledge of policies and procedures of the school district
Five (5) years of successful administrative experience in public education or communications
Registered Dietician
Experience in a diverse workplace



Effective: 05/05/2021
Submitted: 05/04/2021

JOB TITLE:	ASSISTANT DIRECTOR SCHOOL AND COMMUNITY NUTRITION SERVICES
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 11
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Completes and maintains the program application and agreement with the Kentucky Department of Education relative to all of the USDA meal programs implanted in the District; prepares and monitors all department contracts with District programs; supervises the management of 5 meal service sites to ensure compliance with federal, state, and local regulations and procedures;;supervises department consultants and other designated program personnel; and manages regulatory program operations in absence of the director.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Prepares, submits and maintains, according to appropriate schedule, the Kentucky Department of Education application and agreement for all department programs

Assumes responsibility for the interpretation of federal and state regulations for the development of District policy and the dissemination of such information to District personnel

Institutes the planning, development and implementation of new projects and programs for districtwide adaptation and oversees compliance standards for such programs

Monitors site-based program compliance and operational performance

Oversees the department's compliance and regulatory operations including required USDA monitor reviews and routine site visits

Coordinates the department's preparation, conduct, and response to state and federal audits and reviews

Evaluates staff as assigned

Instructs staff in managerial and nutrition policy and procedures

Performs other duties as assigned by supervisor

Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS

Bachelor's degree in food nutrition, institutional management, business administration, or related field

Five (5) years successful managerial experience in food service programs

Ability to communicate professionally

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS
School Nutrition Specialist Credential or Level 4 School Nutrition Association Certificate
Professional training in food service areas
Knowledge of policies and procedures of the school district
Five (5) years of successful administrative experience in public education or communications
Registered Dietician
Experience in a diverse workplace