



# Bullitt County Public Schools

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**TO:** Dr. Jesse Bacon, Superintendent *JTB*  
Mrs. Adrienne Usher, Assistant Superintendent  
Ms. Becky Sexton, Assistant Superintendent

**FROM:** Althea Hurt, Director of Human Resources *AH*

**DATE:** May 12, 2021

**RE:** Item for the May Board Meeting - Meal Service Coordinator Positions & Job Description

Mr. Todd Crumbacker, Director of School Nutrition Services, is requesting to hire twenty-two (22) Meal Service Site Coordinators for the Summer Unlimited Learning Program. Also requested is approval of the job description for the position, which will be under the Clerical Assistant 1 Job Class, paid at an hourly rate of \$15.00. Funding for these new positions will be through ESSER funds.

Please see the attached memo and job description.

Attachments: Memo from Mr. Todd Crumbacker  
Job Description for Meal Service Site Coordinator

*B. Sexton*



# Bullitt County Public Schools

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DATE: May 11, 2021

TO: Jesse Bacon, Superintendent

FROM: Todd Crumbacker, Director of School Nutrition Services *TC*

RE: Board Agenda Item: Request to post/hire  
Meal Service Site Coordinators - Summer Unlimited Learning 2021

The Department of School Nutrition Services (SNS) is seeking to hire 22 Meal Service Site Coordinators for the Summer Unlimited Learning being offered. These coordinators would oversee meal service (breakfast and lunch) operations at their school site. Responsibilities would include the following:

- Networking with the School Nutrition Services Director
- Ensuring proper meal count totals (breakfast and lunch) are communicated for each extended day of learning (18 total days -- 3 days a week for 6 weeks)
- Ensuring that food product is picked up and transported to their respective school location for each meal service time (breakfast and lunch)
- Ensuring the distribution of food product to each student participating in extended learning for each meal service time (breakfast and lunch)
- Assisting with monitoring students during meal service times (breakfast and lunch)

These positions would be paid for out of ESSER funding. Each position would pay \$15 an hour for a minimum of 5 hours per day. In addition, these positions would be needed for the entire 18 extended learning days, as well as one additional day for preparation (total of 19 days). At this time, I'm requesting the Board's approval of the job description and additional approval to post and hire Meal Service Site Coordinators for the Summer Unlimited Learning program.

Attachment: Job Description for Meal Service Site Coordinator ~ Summer Unlimited Learning  
[Summer Unlimited Learning Meal Site Coordinator Job Description](#)

*Wendi Blythe*

**LOCAL DISTRICT CLASSIFICATION PLAN**

**Meal Service Site Coordinator - Summer Unlimited Learning**

**CLASS TITLE: CLERICAL ASSISTANT I**

**BASIC FUNCTION:**

Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, **food services** and financial services; apply procedures and policies within clearly specified procedures.

**RESPONSIBILITIES:**

- Will require personal vehicle for transporting meals
- Mileage to be paid at state approved rate with completed travel log
- Networking with the School Nutrition Services Director
- Ensuring proper meal count totals (breakfast and lunch) are communicated for each extended day of learning (18 total days -- 3 days a week for 6 weeks)
- Ensuring that food product is picked up and transported to their respective school location for each meal service time (breakfast and lunch)
- Ensuring the distribution of food product to each student participating in extended learning for each meal service time (breakfast and lunch)
- Assisting with monitoring students during meal service times (breakfast and lunch)

**DISTINGUISHING CHARACTERISTICS:**

Clerical Assistant I incumbents are assigned routine and repetitive general clerical duties requiring no previous experience. Incumbents in the Clerical Assistant II class perform a variety of responsible clerical support duties including typing, filing, recording and processing information, answering telephones and providing information to parents, students, faculty and others. Clerical Assistant III incumbents perform specialized clerical duties or provide sole clerical support for an assigned function. Incumbents are required to exercise independent judgment and may be assigned lead duties.

**REPRESENTATIVE DUTIES:**

- Perform routine typing and general clerical activities in support of a school or District function, including instructional programs, school sites, personnel, mail services, food services and financial services.
- Type written materials such as letters, memoranda, bulletins or reports from straight copy or rough draft on a typewriter or computer terminal.

- Receive visitors; answer telephone and refer telephone calls and visitors to appropriate personnel; answer routine questions according to established guidelines; schedule meetings and appointments.
- Maintain and update records, inventories, index and cross reference files; maintain inventories of assigned materials, documents and equipment.
- Perform basic arithmetic calculations; receive and process various forms and documents, including financial and statistical documents; conduct general research duties as assigned.
- Receive, sort and distribute incoming and outgoing mail.
- Duplicate items; package and distribute completed correspondence and other materials.
- Assure the timely distribution and receipt of records, reports and bulletins as directed.
- Receive shipments of materials; inspect and verify for accuracy of quality, quantity and type of materials; notify supervisor of discrepancies or damage.
- Perform routine typing of reports from detailed copy; post records; proof completed typing assignments.
- Make telephone calls as directed; take and relay messages.
- Operate a variety of office equipment including typewriter, calculator, copier and other machines pertinent to the assignment.
- Provide work direction to student aides as assigned.
- Collect monies and maintain related financial records as required by the assignment.
- Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Alphabetical, numerical and subject matter filing systems.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Basic math.
- Basic operation of standard office machines, including computer terminals.
- Basic record-keeping techniques.

### **ABILITY TO:**

- Perform clerical duties such as filing, duplications, typing and maintaining routine records.
- Operate a copier, typewriter and adding machine.
- Learn to operate a computer terminal and peripheral equipment.
- Learn policies and procedures of assigned program (Summer Unlimited Learning)
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.

- Meet schedules and timelines.
- Type at 35 words net per minute from clear copy.
- Work cooperatively with others.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.