

**GARRARD COUNTY SCHOOLS CRITICAL FACT SHEET for the BOARD of
EDUCATION**

Item for Consideration: Summer Food Service Coordinator Stipend

Board Meeting Date: June 17, 2021

Action Requested: Review Action/Consent Action/Discussion

Item before the Board: Summer Food Service Coordinator Stipend

Applicable Statute/Regulation:

Background:

Existing Policy:

Summary of Issue: The Summer Food Service Program is one of the largest undertakings for the School Nutrition Office and requires a considerable amount of time to not only get site approval for each site being served, but to review those sites as well. Summer Food Service Program requires Supervision, Training, and On site Reviews this year that were mostly waived last year during Covid – This summer will be the 2nd year going through it on a more normal basis with the site reviews and accompanying paperwork reinstated. After surviving the first summer, I had determined that I could not make it through another without this assistance, but Covid allowed me to split the paperwork with every manager last summer. Now we are back to one coordinator bearing the responsibility for on-site monitor reviews, training, and supervision.

Budget Impact: \$2,500 annually from Fund 51

Groups Consulted and Brief Summary of Response:

Superintendent's Recommendation:

Contact Person(s): Mindy Morrow, Food Service Director

Superintendent of Garrard County Schools

Please underline the category best describing the item under consideration:

District Innovation	Strengthening Educators	Family/Community Involvement	Student/Family Supports
	Student Interventions	Coursework Completion	Accountability Reporting

Garrard County Schools

Summer Food Service Coordinator – Annual Stipend Position

JOB DESCRIPTION

CLASS TITLE: Summer Food Service Coordinator

REPORTS TO: Food Service Director

EXEMPT STATUS: Non-Exempt

BASIC FUNCTION:

Plan, direct, and coordinate the Summer Food Service Nutrition Program, including training and directing the work of staff and site supervisors.

REPRESENTATIVE DUTIES:

- Plan for daily pickup of meals for various summer camps and sports teams
- Place all food and supply orders for Summer Program
- Organize safe storage of food and maintain a sanitary kitchen
- Ensure Summer Meals meet all SFSP Guidelines
- Prepare meals on time for all pickups and in person dining
- Facilitate and supervise all food prep and clean up duties
- Coordinate community outreach efforts to increase participation
- Conduct Summer Food Service Program Training for staff and site supervisors, completing all required paperwork associated with that training to ensure compliance
- Ensure that all site monitoring requirements are met
- Maintain accuracy of daily and weekly reports and submit in a timely fashion
- Communicate with Food Service Director regarding program needs and any issues that come up
- Maintain regular attendance
- Duty to report to work
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Meal production, planning and scheduling
- Applicable District, Federal, and State laws, rules, and regulations related to food service
- Nutrition, sanitation, and operation regulations and requirements
- Use and care of institutional equipment and utensils
- Procedures used in ordering, receiving, storing and inventorying food and supplies
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations
- Budget preparation and control
- Record-keeping techniques

- Principles and practices of supervision and training
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Inventory methods and practices

ABILITY TO:

- Manage and coordinate the Summer Food Service Nutrition Program and daily SFSP operation at an assigned school site
- Assure compliance with District, State and Federal requirements
- Plan well-balanced, nutritional and appetizing menus within a fixed budget
- Train others in the preparation and serving of food in large quantities
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Schedule, supervise and evaluate staff
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and timelines
- Utilize technology
- Plan and organize work
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Work independently with little direction

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or GED certificate as required by Kentucky law, one year experience in cooking and baking food in large quantities

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food personnel as prescribed in 702 KAR 6:045 and must complete Summer Food Service Program annual training

SALARY RANGE: \$2,500 per year