



~~NEW~~ Revised: Submitted:
 07/17/2019 07/16/2019
 07/01/2022 06/28/2022

JOB TITLE:	LEAD ASSISTANT PRODUCTION NUTRITION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 1 + APPROPRIATE INCREMENT 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8109
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Under the direction of the designated supervisor is responsible for preparation, processes, packaging and storing of production food items. May be assigned to work in any of several production areas including Bakery, Cook Chill, Packaging and Assembly, and Warewash.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow team members to ensure maximum efficiency of food production

Maintains the highest safety, sanitation, and personal hygiene standards

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and safe use of equipment, food storage, and proper sanitation procedures

Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and SSOPs

Reads and interprets recipes, weighs and measures ingredients, does basic mathematical calculations

Operates a wide variety of commercial packaging, material handling, and production equipment under supervision

Assumes duties of supervisor in their absence

Directs staff work flow

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

Performs other duties as assigned by supervisor

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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Strong oral and written communication skills

Strong basic math skills

Effective communication skills

DESIRABLE QUALIFICATIONS
Experience in food manufacturing setting
Jefferson County, Kentucky, or nationally recognized food handler certification
Experience in a diverse workplace



Revised: 07/01/2022
Submitted: 06/28/2022

JOB TITLE:	LEAD ASSISTANT PRODUCTION NUTRITION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 4
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8109
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Under the direction of the designated supervisor is responsible for preparation, processes, packaging and storing of production food items. May be assigned to work in any of several production areas including Bakery, Cook Chill, Packaging and Assembly, and Warewash.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow team members to ensure maximum efficiency of food production

Maintains the highest safety, sanitation, and personal hygiene standards

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and safe use of equipment, food storage, and proper sanitation procedures

Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and SSOPs

Reads and interprets recipes, weighs and measures ingredients, does basic mathematical calculations

Operates a wide variety of commercial packaging, material handling, and production equipment under supervision

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Directs staff work flow

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

Performs other duties as assigned by supervisor

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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Strong oral and written communication skills

Strong basic math skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in food manufacturing setting
Jefferson County, Kentucky, or nationally recognized food handler certification
Experience in a diverse workplace



~~NEW:~~ Revised
07/01/2019
07/01/2022

Submitted:
06/11/2019
06/28/2022

JOB TITLE:	ASSISTANT PRODUCTION NUTRITION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 4 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8083
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Under the direction of the designated supervisor is responsible for preparation, processes, packaging and storing of production food items. May be assigned to work in any of several production areas including Bakery, Cook Chill, Packaging and Assembly, and Warehouse. .

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow team members to ensure maximum efficiency of food production

Maintains the highest safety, sanitation, and personal hygiene standards

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and safe use of equipment, food storage, and proper sanitation procedures

Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and SSOP's

Reads and interprets recipes, weighs and measures ingredients, does basic mathematical calculations

Operates a wide variety of commercial packaging, material handling, and production equipment under supervision

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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Strong oral and written communication skills

Strong basic math skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in food manufacturing setting

Jefferson Co. Kentucky or nationally recognized food handler certification

Experience in a diverse workplace



Revised:
07/01/2022

Submitted:
06/28/2022

JOB TITLE:	ASSISTANT PRODUCTION NUTRITION
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, GRADE 3
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8083
BARGAINING UNIT:	CLAG

SCOPE OF RESPONSIBILITIES

Under the direction of the designated supervisor is responsible for preparation, processes, packaging and storing of production food items. May be assigned to work in any of several production areas including Bakery, Cook Chill, Packaging and Assembly, and Warehouse. .

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow team members to ensure maximum efficiency of food production

Maintains the highest safety, sanitation, and personal hygiene standards

Complies with Kentucky Department of Health and Wellness Regulation, ensures proper storage/use of food including required record keeping and safe use of equipment, food storage, and proper sanitation procedures

Complies with required portions of Hazard Analysis and Critical Control Points procedures and monitoring processes and SSOP's

Reads and interprets recipes, weighs and measures ingredients, does basic mathematical calculations

Operates a wide variety of commercial packaging, material handling, and production equipment under supervision

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 requires the use of feet for repetitive movements. The work at times requires bending, squatting, crawling, climbing, reaching with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D.

Strong oral and written communication skills

Strong basic math skills

Effective communication skills

DESIRABLE QUALIFICATIONS

Experience in food manufacturing setting

Jefferson Co. Kentucky or nationally recognized food handler certification

Experience in a diverse workplace



JOB TITLE:	LEAD ASSISTANT NUTRITION SERVICES
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE FS + APPROPRIATE INCREMENT 2
WORK YEAR:	185 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8108
BARGAINING UNIT:	CLAG

~~NEW:~~ Revised: Submitted:
~~07/01/2020~~ ~~03/19/2020~~
 07/01/2022 06/28/2022

SCOPE OF RESPONSIBILITIES

Assumes responsibility for cooperating with and the completion of all assigned tasks and supervisory tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow assistants to ensure maximum efficiency of the assigned area and total program

Prepares food using standardized recipes and completes supporting documentation as directed by the supervisor

Assists in maintaining the highest safety, sanitation, personal appearance and hygiene standards

Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan

Demonstrates proper methods of storing foods and use and care of equipment

Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations

Maintains quality standards for the presentation and service of food in a pleasant environment

Assumes all responsibilities of the supervisor in their absence

Performs all other duties 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 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 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.

Complete the Kentucky Department of Education Certification as a Food Service Employee within 40 days of employment

Effective communication skills

DESIRABLE QUALIFICATIONS
Successful food service experience
Louisville Department of Public Health and Wellness Food Safety Certification
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.



JOB TITLE:	LEAD ASSISTANT NUTRITION SERVICES
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 2
WORK YEAR:	185 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8108
BARGAINING UNIT:	CLAG

Revised: 07/01/2022 Submitted: 06/28/2022

SCOPE OF RESPONSIBILITIES
Assumes responsibility for cooperating with and the completion of all assigned tasks and supervisory tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Cooperates with supervisor and fellow assistants to ensure maximum efficiency of the assigned area and total program
Prepares food using standardized recipes and completes supporting documentation as directed by the supervisor
Assists in maintaining the highest safety, sanitation, personal appearance and hygiene standards
Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan
Demonstrates proper methods of storing foods and use and care of equipment
Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations
Maintains quality standards for the presentation and service of food in a pleasant environment
Assumes all responsibilities of the supervisor in their absence
Performs all other duties 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 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 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.
Complete the Kentucky Department of Education Certification as a Food Service Employee within 40 days of employment
Effective communication skills

DESIRABLE QUALIFICATIONS
Successful food service experience

Louisville Department of Public Health and Wellness Food Safety Certification
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.



JOB TITLE:	ASSISTANT NUTRITION SERVICES
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE FS- 1
WORK YEAR:	183 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8110
BARGAINING UNIT:	CLAG

~~NEW:~~ Revised: Submitted:
~~07/01/2020~~ ~~03/19/2020~~
 07/01/2022 06/28/2022

SCOPE OF RESPONSIBILITIES

Assumes responsibility for cooperating with and the completion of all assigned tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow assistants to ensure maximum efficiency of food production and total program

Prepares food using standardized recipes and completes support documentation as directed by the supervisor

Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan

Demonstrates proper methods of storing foods and use and care of equipment

Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations

Maintains quality standards for the presentation and service of food in a pleasant environment

Performs all other duties assigned by the 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 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 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.

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

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful food service experience

Participation in vocational food service courses

Louisville Metro Department of Public Health and Wellness food safety certification
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.



JOB TITLE:	ASSISTANT NUTRITION SERVICES
DIVISION	OPERATION SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 1
WORK YEAR:	183 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8110
BARGAINING UNIT:	CLAG

Revised: 07/01/2022 Submitted: 06/28/2022

SCOPE OF RESPONSIBILITIES

Assumes responsibility for cooperating with and the completion of all assigned tasks under the direction of the supervisor. Performs all duties and responsibilities in an ethical and professional manner.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow assistants to ensure maximum efficiency of food production and total program

Prepares food using standardized recipes and completes support documentation as directed by the supervisor

Assists in temperature monitoring and recording to ensure food is properly received, prepared, held, served, and cooled in accordance with the approved Hazard Analysis and Critical Control Points plan

Demonstrates proper methods of storing foods and use and care of equipment

Cleans assigned areas in order to maintain compliance with federal, state, local, and JCPS regulations

Maintains quality standards for the presentation and service of food in a pleasant environment

Performs all other duties assigned by the 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 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 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.

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

Effective communication skills

DESIRABLE QUALIFICATIONS

Successful food service experience

Participation in vocational food service courses

Louisville Metro Department of Public Health and Wellness food safety certification

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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JOB TITLE:	ASSISTANT NUTRITION SERVICES PART-TIME PERMANENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, FS 1
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8111
BARGAINING UNIT:	CLAT

NEW: Revised: Submitted:
 07/01/2019 06/11/2019
 07/01/2022 06/28/2022

SCOPE OF RESPONSIBILITIES
Assumes responsibility for cooperating with and the completion of all assigned tasks under the direction of the supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Cooperates with supervisor and fellow assistants to ensure maximum efficiency of food production and total program
Prepares food using recipes as directed by the supervisor and ensures that foods are held and/or served at the proper temperatures
Utilizes commodities and other prepared food products effectively
Assists in maintaining the highest safety, sanitation, personal appearance and hygiene standards
Demonstrates proper methods of storing foods and use and care of equipment
Follows quality assurance and Hazard Analysis and Critical Control Points guidelines, procedures and policies; observes and records required information
Cleans assigned areas in order to maintain compliance with Kentucky Department of Health regulations
Performs all other duties 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 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 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 experience in quantity food preparation
Kentucky Department of Education Certification as a Food Service Employee
Effective communication skills

DESIRABLE QUALIFICATIONS
Participation in vocational food service courses
Jefferson County Board of Health sanitation certification
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.



JOB TITLE:	ASSISTANT NUTRITION SERVICES PART-TIME PERMANENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	1B, 1
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8111
BARGAINING UNIT:	CLAT

Revised: 07/01/2022 Submitted: 06/28/2022

SCOPE OF RESPONSIBILITIES

Assumes responsibility for cooperating with and the completion of all assigned tasks under the direction of the supervisor.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Cooperates with supervisor and fellow assistants to ensure maximum efficiency of food production and total program

Prepares food using recipes as directed by the supervisor and ensures that foods are held and/or served at the proper temperatures

Utilizes commodities and other prepared food products effectively

Assists in maintaining the highest safety, sanitation, personal appearance and hygiene standards

Demonstrates proper methods of storing foods and use and care of equipment

Follows quality assurance and Hazard Analysis and Critical Control Points guidelines, procedures and policies; observes and records required information

Cleans assigned areas in order to maintain compliance with Kentucky Department of Health regulations

Performs all other duties 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 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 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 experience in quantity food preparation

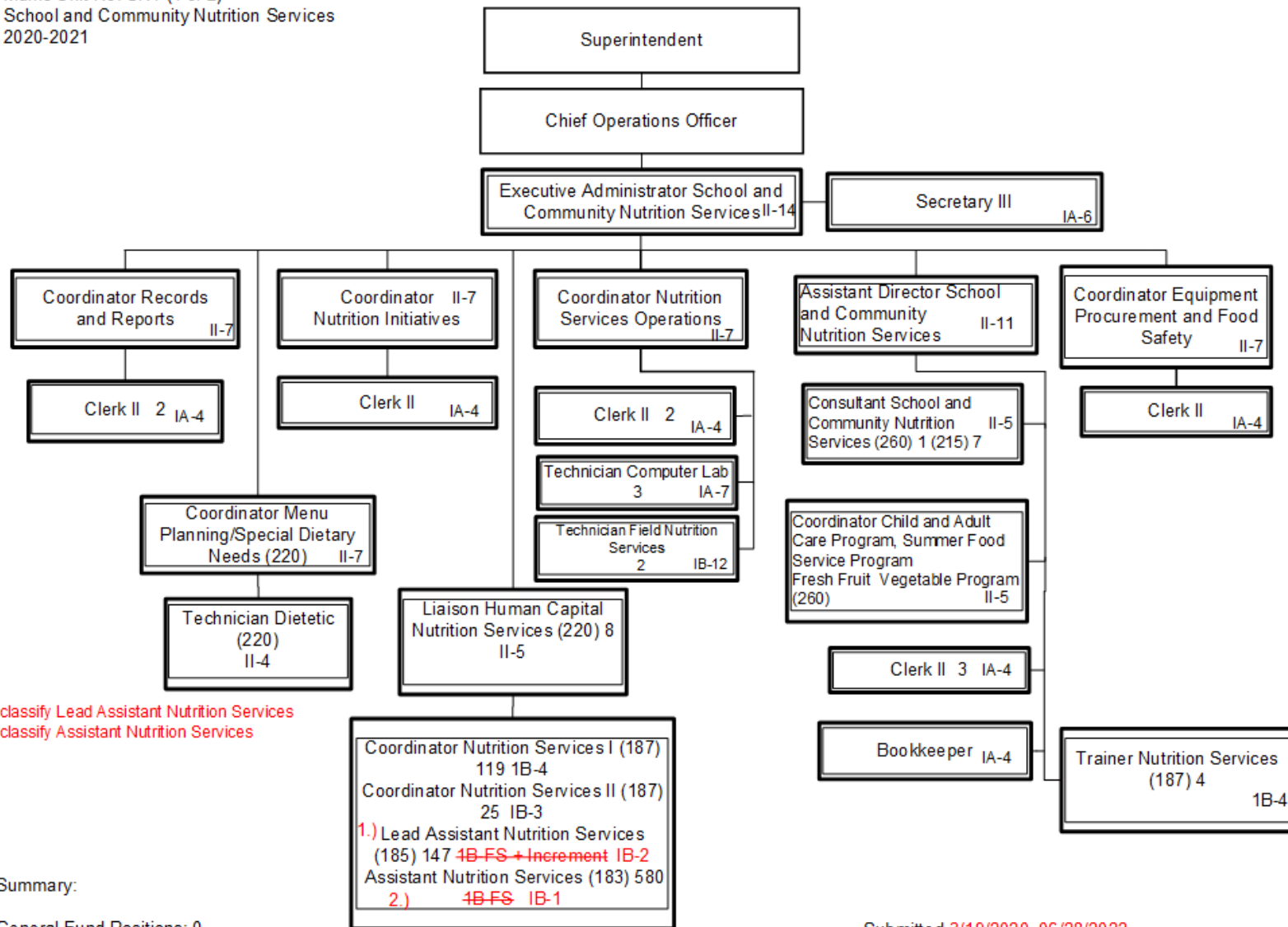
Kentucky Department of Education Certification as a Food Service Employee

Effective communication skills

DESIRABLE QUALIFICATIONS

Participation in vocational food service courses
Jefferson County Board of Health sanitation certification
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.



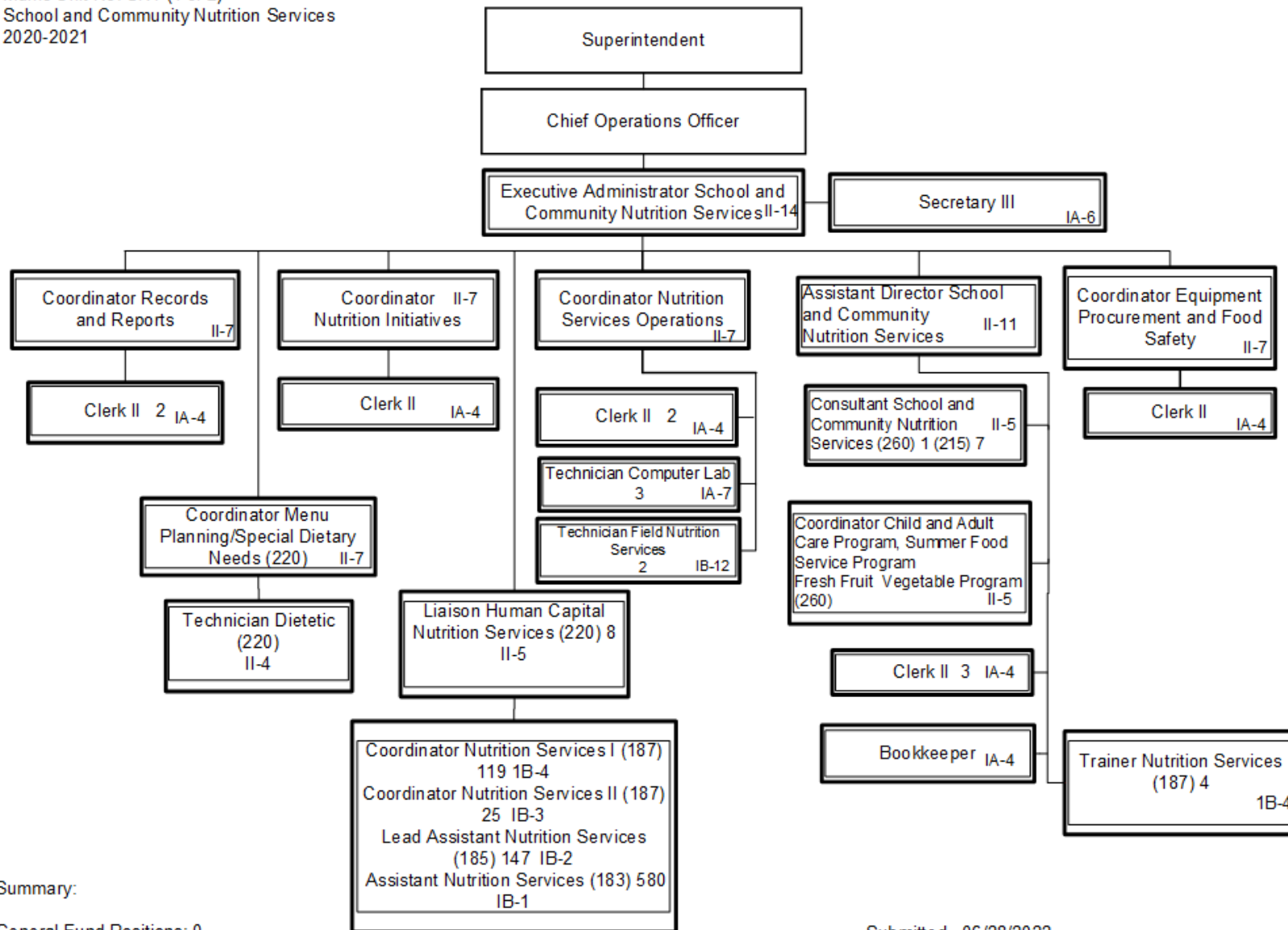
- 1.) Reclassify Lead Assistant Nutrition Services
- 2.) Reclassify Assistant Nutrition Services

Summary:

General Fund Positions: 0
 Categorical Fund Positions: 916

H-2 (1 of 2)

Submitted ~~3/19/2020~~ 06/28/2022
 Effective ~~7/1/2020~~ 07/01/2022



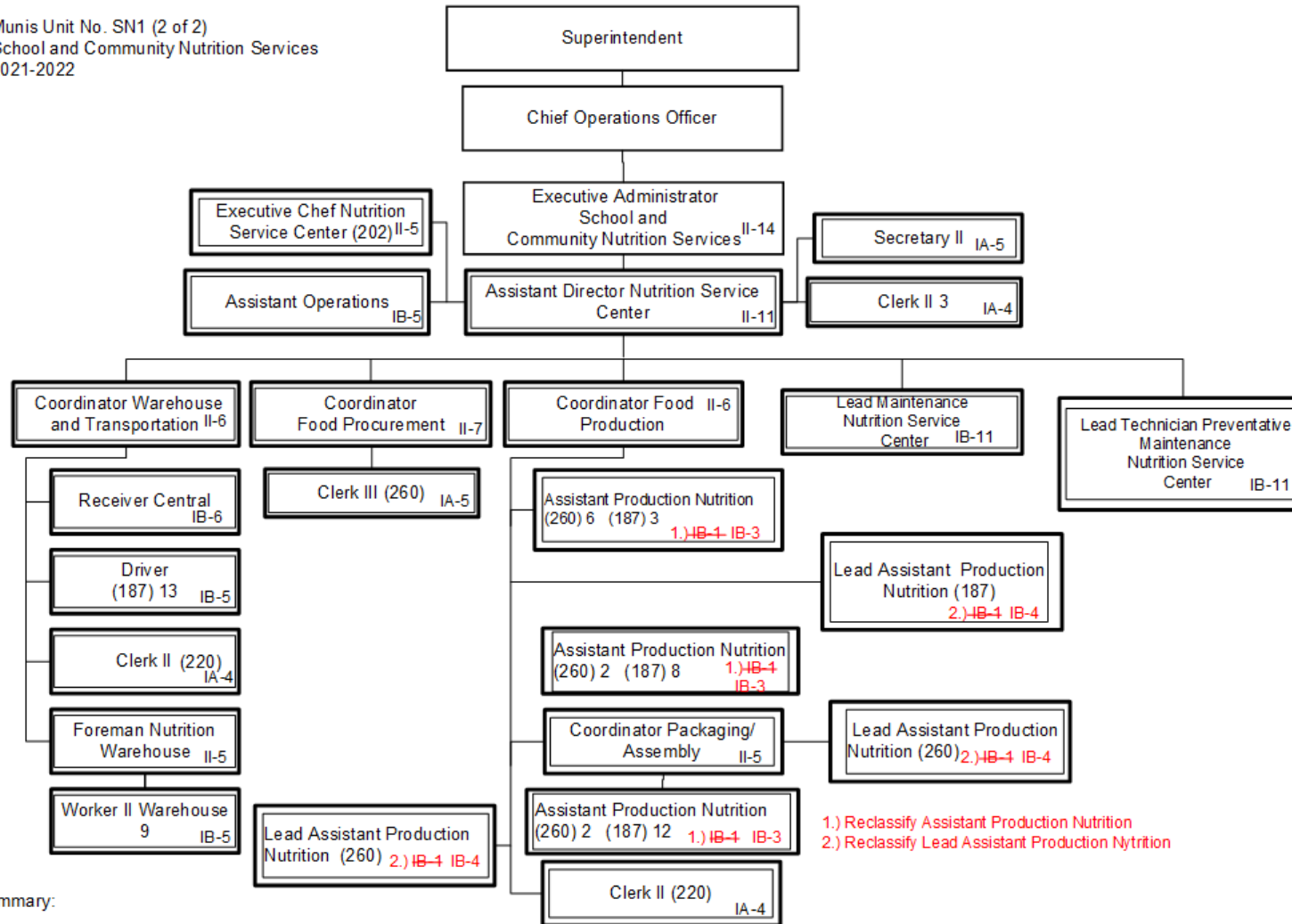
Summary:

General Fund Positions: 0
 Categorical Fund Positions: 916

H-2 (1 of 2)

Submitted 06/28/2022
 Effective 07/01/2022

Munis Unit No. SN1 (2 of 2)
School and Community Nutrition Services
2021-2022



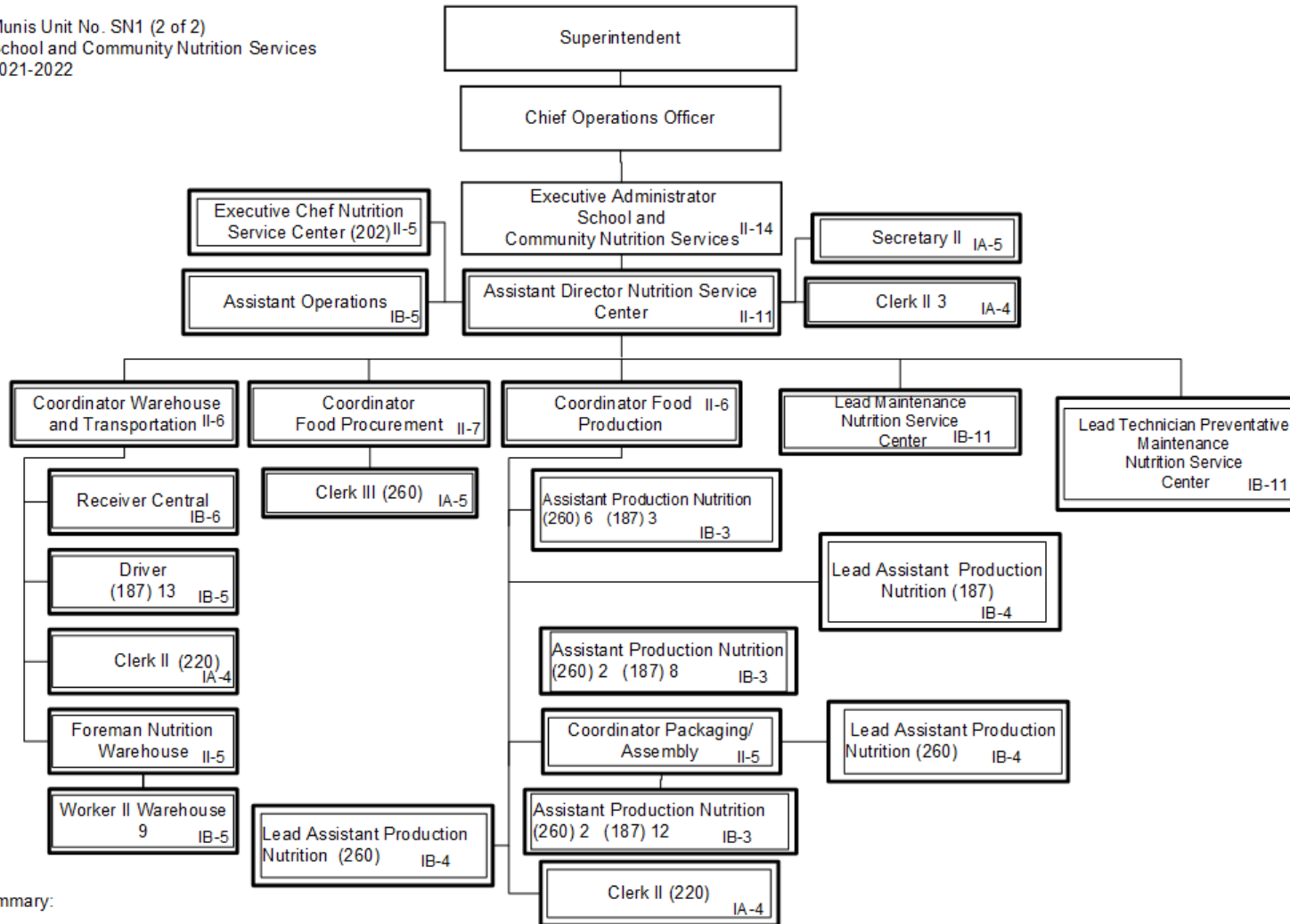
Summary:

General Fund Positions: 0
Categorical Fund Positions 76

H-2 (2 of 2)

Submitted ~~3/19/2020~~ 06/28/2022
Effective ~~7/1/2020~~ 07/01/2022

Munis Unit No. SN1 (2 of 2)
 School and Community Nutrition Services
 2021-2022



Summary:

General Fund Positions: 0
 Categorical Fund Positions 76

H-2 (2 of 2)

Submitted 06/28/2022
 Effective 07/01/2022