



Kenton County School District | It's about ALL kids.

Issue Paper

DATE:

11/21/2023

AGENDA ITEM (ACTION ITEM):

Consider/Approve revision to the current job description for “School Nutrition Operations Coordinator”,

APPLICABLE BOARD POLICY:

01.11 General Powers and Duties of the Board; 03.233 “Duties”: Job Description

HISTORY/BACKGROUND:

Currently, the Kenton County School District has a job description for “School Nutrition Operations Coordinator”. The attached proposal for changes in the job description is more aligned educational and experiential needs of the current position as well as the local collegiate programs in this field of work. It is the intent to create a pipeline with the local university programs for entry through management/supervisor positions in the field of nutrition and food services.

FISCAL/BUDGETARY IMPACT:

No net financial impact.

RECOMMENDATION:

Approval to revise the current job description for “School Nutrition Operations Coordinator”,

CONTACT PERSON:

Malina Owens

Principal/Administrator

Malina Owens

District Administrator

[Signature]

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 School District
Job Description: School Nutrition Operations Coordinator
Job Class Number: 7224

TITLE: School Nutrition Operations Coordinator **DRAFT**

QUALIFICATIONS:

1. ~~B.S. Degree~~ **Associates Degree or higher** in Food Service, Nutrition, Business, or Related field
2. ~~Five~~ **Three** years food service experience **preferred**
3. Valid Driver's License
4. Experience with food service computer systems

REPORTS TO: Assistant Superintendent, Executive Director, or designee

SUPERVISES: None

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 the supervisor

TERMS OF EMPLOYMENT:

- 230 Days
- Salary Schedule: G14
- FLSA Status: Non-Exempt

EVALUATION:

Performance of the position will be evaluated annually by Assistant Superintendent, Executive Director, or designee

APPROVED: 08/18/2003

REVISED: 06/01/2015, 06/14/2018