

Board Memo

To: Jesse Bacon, Superintendent *JB*
Adrienne Usher, Assistant Superintendent

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

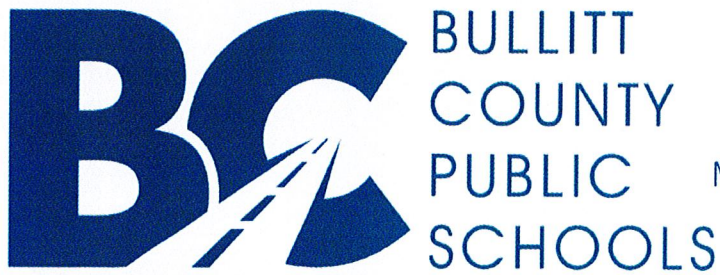
Date: April 24, 2024

**Re: Item for the MAY Board Work Session - Request to create a
“SFS Operations & Training Support Specialist” position.**

Director of School Nutrition Services, Todd Crumbacker, requests to add the “SFS Operations and Training Support Specialist” job description and position to his staffing. This position will replace the Traveling Manager position, which we have been unsuccessful in filling. This new position will provide oversight and supervision of the four traveling cook/bakers and provide training, helping to re-establish the manager mentoring program in the School Nutrition Services Department. Funding will come from the School Nutrition Services department.

Attachments:

Memo from Director Crumbacker



TODD CRUMBACKER, DIRECTOR
STEPHANIE NORRIS, PROGRAM ASSISTANT
ANNETTE MURPHY, ADMINISTRATIVE ASSISTANT
MICHELLE LOUDERMILK, ACCOUNTS PAYABLE SECRETARY

DEPARTMENT OF SCHOOL NUTRITION SERVICES

DATE: May 8, 2024
TO: Jesse Bacon, Superintendent
FROM: Todd Crumbacker, Director of School Nutrition Services
RE: Permission to create an Operations & Training Support Specialist position for the Dept. of School Nutrition Services - Fund 51

In Sept. 2021 the Board approved of a Traveling Manager position for our School Nutrition Services Department. Due to conservative planning and the uncertainty of being able to sustain such a position, this position has yet to be pursued. However, after thorough analysis of our department needs and review of our financial sustainability, I am requesting that the Board approve the replacement of this position with a new position which will be titled "Operations and Training Support Specialist." With the district placing a great emphasis on classified personnel training, our department will need such a role with the intent of establishing and conducting training opportunities and pathways for new cook/bakers and new managers, as well as more experienced employees as needed. In addition, this position will provide oversight and supervision of our 4 travel cook/bakers, as well as provide oversight to the Professional Standards Training records of all School Nutrition employees. This position will not only provide training support for new and experienced employees, but will also provide support for managers when they are out of the workplace. Lastly, this position will help re-establish our Manager Mentor and Training Program which is designed to prepare and develop cook/bakers for management opportunities within our department. This position will be for 7.75 hours a day for 183 days a year. Attached to this memo is a job description, as well as a wage and calculations analysis; this position will be paid from Fund 51: School Nutrition Services. I am requesting that this position be posted with a start date of July 1, 2024.

[Job Description Operations & Training Support Specialist](#)

[Wage & Calculation Sheet](#)

OUR MISSION IS TO INSPIRE AND EQUIP OUR STUDENTS TO SUCCEED IN LIFE

BULLITT COUNTY PUBLIC SCHOOLS IS AN EQUAL EDUCATION AND EMPLOYMENT INSTITUTION

LOCAL DISTRICT CLASSIFICATION PLAN

SUMMARY CLASS TITLE: SFS OPERATIONS & TRAINING SUPPORT SPECIALIST

BASIC FUNCTION:

Manage and coordinate the day-to-day food service operations of an assigned school site; assure compliance with District, State and Federal requirements and laws regarding nutrition, sanitation, safety and record-keeping; select, assign, schedule, supervise, direct and evaluate assigned food service personnel.

Train, coordinate, and assist in the Nutrition Department of a large school district, assuring the oversight and monitoring of employee professional growth and training while developing and recommending changes in District food service operations.

DISTINGUISHING CHARACTERISTICS:

- Food Service Manager I incumbents manage and coordinate the day-to-day food service operations in an assigned school site.
- Food Service Manager II incumbents manage and coordinate the food service operations and activities of a central kitchen. Incumbents also plan and organize food service transporting activities to District sites.
- Operations and Training Support Specialist ensures compliance of regulatory federal, state, and local requirements and conducts corrective action measures as needed; this position ensures the oversight and monitoring of professional standards training for all food service employees.

REPRESENTATIVE DUTIES:

- Maintain high standards of control for quality food production and service.
- Manage, coordinate and oversee the day-to-day food service operations at an assigned school site; analyze effectiveness, assure compliance with District, State and federal laws, regulations and safety and sanitation procedures.
- Maintain quality standards for the presentation and service of food in a pleasant environment.
- Prepare menus, assuring compliance with regulations and requirements; estimate and order amount of food and supplies needed; monitor and control expenditures; maintain assigned budget.
- Select food service employees; direct, assign, schedule and evaluate food service personnel; conduct training sessions for new employees.
- Inspect lunchrooms and kitchen areas daily to assure compliance with health, safety and sanitation requirements and regulations.
- Plan work schedules and coordinate daily work for efficient use of labor; receive calls from employees and call substitutes as necessary.
- Train and assist employees in the proper handling of foods, correct use and care of equipment and in maintaining high standards of sanitation and safety.

- Maintain, prepare and review a variety of menu production records, inventories, logs and reports; accumulate data and input information into a computer as appropriate and file documents as necessary.
- Supervise and participate in food preparation and distribution to District students and staff; plan for catered events such as meetings, activities and parties; plan and coordinate food service operations with school activities to improve school and community relations and increase student participation.
- Operate point of service system to ensure accurate meal counting and claiming of meals.
- Communicate with students, staff, faculty, and outside organizations to exchange information, receive suggestions, and resolve issues related to food service.
- Participate in, schedule and attend in-service meetings and workshops.
- Plan and conduct in-service training for food services personnel; plan, implement and assess professional growth and recognition programs for food services personnel; coordinator incentive awards and other areas affecting compensation
- Determine needed changes to maintain safety and aesthetic condition of food service areas; monitor the proper and valid certification of food services personnel.
- Represent the department and District at various local, State and federal workshops, conferences and seminars as assigned; promote the District's public image with respect to food services in the educational and general community by promoting interaction with parents, students, educators, businesses and the general public.
- Interact and coordinate program(s) with federal, State and local government agencies and vendors; develop and recommend changes in District food services operations.
- 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.
- Quantity food preparation and food merchandising.
- 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 and monitoring of food service operations
- Principles and practices of supervision and training.
- Oral and written communications skills.
- Interpersonal skills using tact, patience and courtesy.
- Inventory methods and practices.
- Orientation and training methods for food service employees.

ABILITY TO:

- Manage and coordinate the day-to-day food service 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.
- Implement a variety of operations and training programs and policies.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain current knowledge of program rules, regulations, requirements and restrictions.
- Schedule, supervise and evaluate staff.
- Analyze situations accurately and adopt an effective course of action.
- Meet schedules and timelines.
- Operate a computer terminal as required.
- Plan and organize work.
- Maintain records, prepare and compile reports, and verify data.
- Communicate effectively both orally and in writing.
- Prepare and deliver oral presentations.
- Develop and recommend changes in District food service operations.
- Conduct site visits to facilitate communications, inspect quality of services and adherence to rules and regulations.
- Work independently with little direction.

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 and four years of food service experience.
- Management experience in the school food service industry is highly desirable.
- Must be experienced and growth-minded with computers and technical operations (Google tools and resources)

LICENSES AND OTHER REQUIREMENTS:

Must complete training course for certification of beginning school food service personnel as prescribed in 702 KAR 6:045. Pursuant to 7 CFR parts 210 and 235, employee must complete mandatory annual training requirements.

Must possess a valid Food Service Manager Training certificate from the Bullitt County Health Department or a ServSafe Manager Training certificate.