

Local District Classification Plan

Class Code: 7466

Class Title: School Food Service Director I

Basic Function

Oversee the functioning of a small (student enrollment of 2,499 or less) districtwide food service program; ensure cost effectiveness and compliance with district, state and federal requirements regarding nutrition, menu planning, food production, sanitation, safety, financial management, procurement, and record keeping; and select, supervise and evaluate the performance of assigned personnel.

Distinguishing Characteristics

School Food Service (SFS) Director I incumbents oversee a small (student enrollment of 2,499 or less) districtwide food service program. SFS Director II incumbents oversee a medium (student enrollment of 2,500 to 9,999) districtwide food service program. SFS Director III incumbents oversee a large (student enrollment of 10,000 or more) districtwide food service program.

Representative Duties

General Management

- Oversee a districtwide food service program; analyze effectiveness; ensure compliance with district, state and federal laws, regulations, and safety and sanitation procedures.
- Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline, or termination as appropriate.
- Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.
- Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with district policy; instruct, 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.
- Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs, equipment use, and scheduling; confer with fiscal services, purchasing, warehouse, maintenance and operations, and personnel department representatives to coordinate functions with food service operations.
- Conduct employee meetings to discuss and explain operating policies, plan and direct in-service workshops and training programs for food service personnel.
- Perform related duties as assigned.

Customer Service

- Establish quality standards for the presentation and service of food.

- Implement a districtwide customer service driven policy that focuses on value and satisfaction.

Sanitation, Food Safety, and Employee Safety

- Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develop and integrate employee safety regulations into all phases of the school food service program.

Financial Management and Recordkeeping

- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Prepare a variety of food service records and reports.
- Review timesheets, financial statements, operating reports, inventory records, and cost control records.

Food Production, Nutrition and Menu Planning

- Develop cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Supervise and participate in food preparation and distribution to 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.
- Work with school staff, teachers, parents and physicians to plan menus for children with special dietary needs.
- Implement a plan for providing foodservice for special functions consistent with district policies.

Procurement

- Prepare specifications for the purchase of food, supplies, and equipment; review bids, make purchases and recommendations as appropriate.
- Determine equipment needs and specifications consistent with program needs and budget.

Knowledge and Abilities

Knowledge of:

- Meal production planning and scheduling.
- Applicable district, state and federal laws, rules, and regulations related to food service.
- Quantity food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Practices and procedures used in ordering, receiving, storing, and inventorying food and supplies.
- Budget preparation and control.
- District organization, operations, policies, and objectives.
- 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:

- Plan, coordinate and manage a district food service program.
- Ensure compliance with district, state and federal requirements relating to food service.
- Coordinate and supervise master menu planning.
- 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.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

Education and Experience

A School Food Service Director I must meet the following minimum education standards:

- Bachelor's degree, or equivalent education experience, with academic majors in specific areas*; OR
- Bachelor's degree in any academic major and a state-recognized certificate for school nutrition directors; OR
- Bachelor's degree in any academic major and at least one year of relevant food service experience; OR
- Associate degree, or equivalent educational experience, with academic major in specific areas* and at least one year of relevant food service experience; OR
- High school diploma or GED diploma and at least three years of relevant food service experience.

* Specific Majors/Areas of Concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field.

LEAs with Less than 500 Students: The state agency may approve a candidate that meets the educational standards but has less than three years of experience.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, at least 8 hours of food safety training is required within the first 30 days of the employee's start date or no more than 5 years prior to the employee's start date. Also, the employee must complete mandatory training requirements every year.

Local District Classification Plan

Class Code: 7467

Class Title: School Food Service Director II

Basic Function

Oversee the functioning of a medium (student enrollment of 2,500 to 9,999) districtwide food service program, ensure cost effectiveness and compliance with district, state and federal requirements regarding nutrition, menu planning, food production, sanitation, safety, financial management, procurement, and record keeping, select, supervise, and evaluate the performance of assigned personnel.

Distinguishing Characteristics

School Food Service (SFS) Director I incumbents oversee a small (student enrollment of 2,499 or less) districtwide food service program. SFS Director II incumbents oversee a medium (student enrollment of 2,500 to 9,999) districtwide food service program. SFS Director III incumbents oversee a large (student enrollment of 10,000 or more) districtwide food service program.

Representative Duties

General Management

- Oversee a districtwide food service program; analyze effectiveness, ensure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline, or termination as appropriate.
- Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.
- Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with district policy; instruct, 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.
- Consult with school principals, other administrators, parents and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs, equipment use, and scheduling; confer with fiscal services, purchasing, warehouse, maintenance and operations, and personnel department representatives to coordinate functions with food service operations.
- Conduct employee meetings to discuss and explain operating policies, and to plan and direct in-service workshops and training programs for food service personnel.
- Perform related duties as assigned.

Customer Service

- Establish quality standards for the presentation and service of food.

- Implement a districtwide customer service driven policy that focuses on value and satisfaction.

Sanitation, Food Safety, and Employee Safety

- Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develop and integrate employee safety regulations into all phases of the school food service program.

Financial Management and Recordkeeping

- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Prepare a variety of food service records and reports.
- Review timesheets, financial statements, operating reports, inventory records, and cost control records.

Food Production, Nutrition and Menu Planning

- Develop cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Supervise and participate in food preparation and distribution to 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.
- Work with school staff, teachers, parents, and physicians to plan menus for children with special dietary needs.
- Implement a plan for providing foodservice for special functions consistent with district policies.

Procurement

- Prepare specifications for the purchase of food, supplies, and equipment; review bids, make purchases and recommendations as appropriate.
- Determine equipment needs and specifications consistent with program needs and budget.

Knowledge and Abilities

Knowledge of:

- Meal production planning and scheduling.
- Applicable district, state, and federal laws, rules and regulations related to food service.
- Quantity food merchandising.
- Nutrition, sanitation, and operation regulations and requirements.
- Practices and procedures used in ordering, receiving, storing, and inventorying food and supplies.
- Budget preparation and control.
- District organization, operations, policies, and objectives.
- 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:

- Plan, coordinate, and manage a district food service program.
- Ensure compliance with district, state and federal requirements relating to food service.
- Coordinate and supervise master menu planning.
- 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.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

Education and Experience

A School Food Service Director II must meet the following minimum education standards:

- Bachelor's degree, or equivalent education experience, with academic majors in specific areas*; OR
- Bachelor's degree in any academic major and a state-recognized certificate for school nutrition directors; OR
- Bachelor's degree in any academic major and at least two years of relevant school nutrition program experience; OR
- Associate degree, or equivalent educational experience, with academic major in specific areas* and at least two years of relevant school nutrition program experience; OR
- High school diploma or GED diploma and at least ten years of relevant school nutrition program experience.

* Specific Majors/Areas of Concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, at least 8 hours of food safety training is required within the first 30 days of the employee's start date or no more than 5 years prior to the employee's start date. Also, the employee must complete mandatory training requirements every year.

Local District Classification Plan

Class Code: 7468

Class Title: School Food Service Director III

Basic Function

Oversee the functioning of a large (student enrollment of 10,000 or more) districtwide food service program, ensure cost effectiveness and compliance with district, state and federal requirements regarding nutrition, menu planning, food production, sanitation, safety, financial management, procurement, and record keeping, select, supervise, and evaluate the performance of assigned personnel.

Distinguishing Characteristics

School Food Service (SFS) Director I incumbents oversee a small (student enrollment of 2,499 or less) districtwide food service program. SFS Director II incumbents oversee a medium (student enrollment of 2,500 to 9,999) districtwide food service program. SFS Director III incumbents oversee a large (student enrollment of 10,000 or more) districtwide food service program.

Representative Duties

General Management

- Oversee a districtwide food service program; analyze effectiveness, ensure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Select food service employees; assign, schedule and evaluate food service personnel; determine reassignments, discipline, or termination as appropriate.
- Communicate program information to encourage and secure support for the school food and nutrition program from the Board of Education, administrators, faculty, students, parents, and community.
- Conduct training of cafeteria managers to develop work schedules and production standards, prepare quality meals and understand and use record-keeping and ordering systems in accordance with district policy; instruct, 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.
- Consult with school principals, other administrators, parents, and cafeteria managers to establish or revise operational policies; resolve problems involving food standards, labor costs, equipment use, and scheduling; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with food service operations.
- Conduct employee meetings to discuss and explain operating policies, plan and direct in-service workshops and training programs for food service personnel.
- Perform related duties as assigned.

Customer Service

- Establish quality standards for the presentation and service of food.
- Implement a districtwide customer service driven policy that focuses on value and satisfaction.

Sanitation, Food Safety, and Employee Safety

- Establish procedures to ensure that food is prepared and served in a sanitary and safe environment.
- Develop and integrate employee safety regulations into all phases of the school food service program.

Financial Management and Recordkeeping

- Implement efficient management techniques to ensure all records and supporting documentation are maintained in accordance with local, state, and federal laws and policies.
- Prepare a variety of food service records and reports.
- Review timesheets, financial statements, operating reports, inventory records, and cost control records.

Food Production, Nutrition and Menu Planning

- Develop cost-effective menus that maintain nutrition integrity and meet all local, state, and federal guidelines and regulations.
- Supervise and participate in food preparation and distribution to 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.
- Work with school staff, teachers, parents, and physicians to plan menus for children with special dietary needs.
- Implement a plan for providing foodservice for special functions consistent with district policies.

Procurement

- Prepare specifications for the purchase of food, supplies, and equipment; review bids, make purchases and recommendations as appropriate.
- Determine equipment needs and specifications consistent with program needs and budget.

Knowledge and Abilities

Knowledge of:

- Meal production planning and scheduling.
- Applicable district, state, and federal laws, rules and regulations related to foodservice.
- Quantity food merchandising.
- Nutrition, sanitation and operation regulations and requirements.
- Practices and procedures used in ordering, receiving, storing, and inventorying food and supplies.
- Budget preparation and control.
- District organization, operations, policies, and objectives.
- 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:

- Plan, coordinate, and manage a district food service program.
- Ensure compliance with district, state and federal requirements relating to food service.
- Plan and supervise master menu planning.
- 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.
- Establish and maintain cooperative and effective working relationships with others.
- Operate a computer as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

Education and Experience

A School Food Service Director III must meet the following minimum education standards:

- Bachelor's degree, or equivalent education experience, with academic majors in specific areas*; OR
- Bachelor's degree in any academic major and a state-recognized certificate for school nutrition directors; OR
- Bachelor's degree in any academic major and at least five years of experience in management of school nutrition programs; OR
- High school diploma or GED diploma and at least ten years of relevant school nutrition program experience.

* Specific Majors/Areas of Concentration: food and nutrition, food service management, dietetics, family and consumer sciences, nutrition education, culinary arts, business, or related field.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, at least 8 hours of food safety training is required within the first 30 days of the employee's start date or no more than 5 years prior to the employee's start date. Also, the employee must complete mandatory training requirements every year.

Local District Classification Plan

Class Code: 7205

Class Title: Food Service Account Clerk

Basic Function

To provide support for the central accounting system by accurately and on a timely basis, completing and reporting the daily school cafeteria account data.

Distinguishing Characteristics

Food Service Account Clerk incumbents perform routine and repetitive accounting clerical duties which are structured and closely supervised.

Representative Duties

- Learn and apply district procedures and policies.
- Reconcile final count of cash from breakfast and lunch receipts.
- Maintain various records, reports, documents, and files as directed; distribute reports as assigned.
- Prepare deposits and ready cash for shipment to authorized depository.
- Prepare the monthly meal claim for submission for reimbursement.
- Perform related duties as assigned.

Abilities

Ability to:

- Perform complex and advanced level accounting duties in the maintenance of assigned accounts. .
- Prepare, verify, process, and control an assigned major payroll.
- Perform responsible record-keeping duties with a high degree of skill and accuracy.
- Verify, balance, and adjust accounts.
- Process and record accounting transactions accurately.
- Prepare financial statements, profit and loss statements, and other technical financial reporting documents.
- Learn, interpret, apply, and explain rules, regulations, policies, and procedures related to school district payroll, utility payments, and food service accounting.
- Operate office machines such as computers, printers, copiers, scanners, and others.
- Use accounting and other productivity software.
- Add, subtract, multiply, and divide quickly and accurately.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work confidentially with discretion.

- Communicate effectively both orally and in writing.
- Complete work with many interruptions.
- Type at an acceptable rate of speed.
- Maintain records and prepare reports.
- Train and provide work direction to others.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law and two years of increasingly responsible financial record-keeping experience including experience with automated record- keeping systems.

Local District Classification Plan

Class Code: 7210

Class Title: Food Service Manager III

Basic Function

Plan, coordinate, and manage a large district food service program; ensure cost effectiveness and compliance with district, state, and federal requirements regarding nutrition, sanitation, safety, and record-keeping; supervise and evaluate assigned food service personnel.

Distinguishing Characteristics

Food Service Manager III incumbents plan, coordinate, manage, and oversee a complex food service program. 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. Food Service Manager I incumbents manage and coordinate the day-to-day food service operations in an assigned school site.

Representative Duties

- Plan, coordinate, and manage a large food service program; analyze effectiveness, ensure compliance with district, state, and federal laws, regulations and safety and sanitation procedures.
- Prepare and supervise master menu planning, ensuring compliance with regulations and requirements; ensure nutrition and dietary balance.
- Select food service employees; assign, schedule, and evaluate food service personnel; determine reassignments, discipline, or terminate as appropriate.
- Assist in the preparation of the food service budget; control and limit expenditures; analyze financial and operation statements.
- Train Food Service Supervisors to develop work schedules and production standards, to prepare quality meals, and to understand record-keeping and ordering systems in accordance with district direction.
- Train Food Service Supervisors to instruct, train, and assist employees in proper food handling, equipment use and care, and sanitation and safety procedures.
- Consult with school principals and Food Service Supervisors to establish or revise operational policies; resolve problems involving food standards, labor costs, equipment use, and scheduling; confer with fiscal services, purchasing, warehouse, maintenance and operations and personnel department representatives to coordinate functions with Food Service Operations.
- 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.
- Prepare a variety of food service records and reports.

- Review timesheets, financial statements, operating reports, inventory records, and cost control records.
- Prepare specifications for the purchase of food, supplies, and equipment; review bids, make purchases and recommendations as appropriate.
- Conduct employee meetings to discuss and explain operating policies, plan and direct in-service workshops and training programs for food service personnel.
- Plan, schedule, and coordinate special events that utilize cafeteria facilities; compute the costs of the labor, supplies, and food; assign the personnel and order the food.
- 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 merchandising.
- Nutrition, sanitation, and operation regulations and requirements.
- Practices and procedures used in ordering, receiving, storing, and inventorying food and supplies.
- Budget preparation and control.
- District organization, operations policies, and objectives.
- Record-keeping techniques.
- Principles and practices of supervision and training.
- Oral and written communications skills.
- Interpersonal skills using tact, patience, and courtesy.
- Inventory methods and practices.

Ability to:

- Plan, coordinate, and manage a large district food service program.
- Ensure compliance with district, state, and federal requirements related to food service.
- Plan and supervise master menu planning.
- 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.
- Establish and maintain a cooperative and effective course of action.
- Operate a computer terminal as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law and four years of food service experience.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements. As required by KRS 158.852, managers must complete two hours of training in applied nutrition and healthy meal planning and preparation every year.

Local District Classification Plan

Class Code: 7211

Class Title: Food Service Manager II

Basic Function

Manage and coordinate the food service operations and activities of a central kitchen; plan and organize food service transporting activities; ensure compliance with district, state and federal requirements and laws regarding nutrition, sanitation, safety, and record-keeping; supervise and evaluate assigned food service personnel.

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. Food Service Manager III incumbents plan, coordinate, manage, and oversee a complex food service program.

Representative Duties

- Maintain high standards of control for quality food production and service.
- Manage and coordinate the food service operations and activities of a central kitchen; analyze effectiveness, ensure compliance with district, state and federal laws, regulations and safety and sanitation procedures.
- Plan and organize food service transporting activities; set transportation schedules according to established timelines; ensure guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
- Maintain quality standards for the presentation and service of food in a pleasant environment.
- Prepare menus, ensuring compliance with regulations and requirements; estimate and order the 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 the lunchroom and kitchen area daily to ensure 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 required.
- Operate the point of service system to ensure accurate meal counting and claiming of meals.
- Train and assist employees in the proper handling of foods, correct use and care of equipment and maintaining high standards of sanitation and safety.
- Maintain, prepare, and review a variety of 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.
- 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.
- 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.
- Food preparation for transportation to district sites.
- 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.
- 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 day-to-day food service operation at an assigned school site.
- Ensure compliance with district, state, and federal requirements.
- Plan and organize food service transporting activities.
- 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.
- Operate a computer terminal as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law and three years of food service experience.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements. As required by KRS 158.852, managers must complete two hours of training in applied nutrition and healthy meal planning and preparation every year.

Local District Classification Plan

Class Code: 7212

Class Title: Food Service Manager I

Basic Function

Manage and coordinate the day-to-day food service operations of an assigned school site; ensure 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.

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. Food Service Manager III incumbents plan, coordinate, manage, and oversee a complex food service program.

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, ensure 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 ensuring compliance with regulations and requirements; estimate and order the 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 the lunchroom and kitchen area daily to ensure 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 the point of service system to ensure accurate meal counting and claiming.
- 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.
- Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Meal production planning and scheduling.
- Applicable district, state, and federal 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.
- Principles and practices of supervision and training.
- Oral and written communications skills.
- Interpersonal skills using tact, patience, and courtesy.
- Inventory methods and practices.

Ability to:

- Manage and coordinate the day-to-day food service operation at an assigned school site.
- Ensure 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.
- Operate a computer terminal as required.
- Plan and organize work.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Work independently with little direction.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law and two years food service experience.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements. As required by KRS 158.852, managers must complete two hours of training in applied nutrition and healthy meal planning and preparation every year.

Local District Classification Plan

Class Code: 7213

Class Title: Lunchroom Monitor

Basic Function

Monitor students and ensure proper conduct in the lunchroom; maintain cleanliness of food service facilities.

Representative Duties

- Monitor students and ensure proper conduct in the lunchroom.
- Organize students into orderly lines for the purchase of food.
- Organize students for orderly disposal of food waste, trays, and utensils.
- Report physical confrontations or incidences to appropriate personnel as needed; resolve minor problems as needed.
- Maintain cleanliness of food service facilities; arrange furniture as required.
- Receive and respond to suggestions for improvement of food service student activities.
- Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Basic food service operations.
- Proper student conduct and discipline.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety regulations.

Ability to:

- Supervise students and ensure proper conduct in the lunchroom.
- Maintain cleanliness of food service facilities.
- Learn district policies and procedures related to assigned activities.
- Work cooperatively with others.
- Arrange furniture.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED as required by Kentucky law.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements.

Local District Classification Plan

Class Code: 7221

Class Title: Food Service Operations Coordinator

Basic Function

Plan, coordinate, and monitor district food service programs such as food and equipment procurement and replacement, USDA contract negotiations, food service to exceptional children, professional growth of food service personnel, nutritional education/awareness efforts and promotional programs relating to district food service activities and operations; interact and coordinate program(s) with federal, state and local government agencies and vendors; develop and recommend changes in district food service operations.

Representative Duties

- Plan, coordinate, and monitor district food service programs such as food and equipment procurement and replacement, USDA contract negotiations, food service to exceptional children, professional growth of food service personnel, nutritional education/awareness efforts and promotional programs relating to district food service activities and operations.
- Coordinate the district's participation in the federal commodity program to select and purchase food service foods and supplies; evaluate and formulate bid specifications and award bids according to established procedures; organize for new food testing; coordinate USDA commodity rebate program for state and federal compliance.
- Evaluate equipment needs and develop specifications for new and replacement equipment; communicate with vendors to secure the best quality for the price; evaluate potential product purchases and negotiate installation procedures; coordinate the disposal of antiquated or excess equipment.
- Coordinate negotiations and activities related to federal subsidies of district food service operations.
- Plan and conduct in-service training for food service personnel; plan, implement and assess professional growth and recognition programs for food service personnel; coordinate incentive awards and other areas affecting compensation.
- Ensure quality of the districtwide food service program; ensure food quality, nutritional requirements, safety, sanitation, management practices and special meals production meet district standards; coordinate new food product testing and adjust menus accordingly.
- Determine needed changes to maintain safety and aesthetic condition of food service area; monitor the proper and valid certification of food service 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 service in the educational and general community by promoting interaction with parents, students, educators, businesses, and the public.

- Manage test kitchens and other cooking and learning sites relating to food service.
- Interact and coordinate program(s) with federal, state and local government agencies and vendors; develop and recommend changes in district food service operations.
- Ensure the preparation and maintenance of required federal, state and local records and reports.
- Help evaluate layouts for kitchen and service area construction projects. Help determine equipment needs, write specifications, analyze time and motion issues, and coordinate with architects.
- Maintain inventory records of district foodservice equipment and other supplies and commodities.

Knowledge and Abilities

Knowledge of:

- Nutrition requirements.
- Principles of good nutrition and quality food preparation and service.
- Price and portion controls.
- Food ordering and storage methods.
- Proper operation and maintenance of food service equipment.
- Food handling, safety and sanitation standards and techniques.
- Federal and state laws and regulations governing child nutrition programs such as USDA donated food usage, free and reduced meal programs for eligible students and competitive sales.
- Inventory and record-keeping procedures.
- Basic cost accounting techniques.
- Efficient staff utilization procedures including time and motion studies and work scheduling.
- Orientation and training methods for food service employees.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Plan, coordinate and monitor various district food service programs relating to food and equipment procurement, nutrition and safety requirements, personnel, financial efficiency and operational efficiency.
- Interact and coordinate program(s) with federal, state, and local government agencies and vendors.
- Develop and recommend changes in district food service operations.
- Plan and modify menus in relation to likes, waste and commodities using proper nutrition requirements.
- Implement a variety of operations and training programs and policies.
- Conduct site visits to facilitate communication, inspect quality of service, and adherence to rules and regulations.
- Ensure adherence of food service programs to federal, state, and local laws and regulations and district requirements.
- Analyze food service operations for cost effectiveness.
- Prepare and deliver oral presentations.

- Maintain records, compile, and verify data and prepare reports.
- Maintain knowledge of current program rules, regulations, requirements, and restrictions.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Meet schedules and timelines.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress towards obtaining a GED diploma as required by Kentucky law and three years of increasingly responsible food service experience.

Licenses and Other Requirements

Valid Kentucky driver's license. Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements.

Local District Classification Plan

Class Code: 7222

Class Title: Food Service Supervisor II

Basic Function

Plan, organize, and supervise complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff; schedule food service transporting activities to district schools; train, supervise and evaluate assigned staff.

Distinguishing Characteristics

Food Service Supervisor I incumbents supervise food service operations at an assigned school site. Food Service Supervisor II incumbents supervise complex operations and activities of a central kitchen and plan food service transportation to district school sites or supervise the activities of a large school district food service operation.

Representative Duties

- Maintain high standards of control for quality food production and service.
- Plan, organize and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff; schedule food service transporting activities to district schools as required.
- Maintain quality standards for the presentation and service of food in a pleasant environment.
- Plan and supervise the preparation of meals according to district menu guides; determine the amount to be served; maintain standards of efficiency and sanitation related to large quantity food preparation, heating, serving and storage.
- Monitor and control activities involved in food transport to serving kitchens to ensure standards of quality and sanitation, health regulations and timelines are met.
- Prepare work schedules and assign duties for subordinate personnel; train, supervise, discipline, and evaluate assigned staff; screen and recommend hiring of new employees.
- Assist in the inspection of the central kitchen or assigned district kitchens to ensure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; ensure compliance with safety and sanitation regulations.
- Operate the point of service system to ensure accurate meal counting and claiming.
- Prepare and maintain a variety of reports and records including inventory, sales, requisitions, transportation records, daily reports of meals served and production records.

- Estimate and requisition food, equipment and supplies as needed; receive, inspect, verify, and accept delivery on food and supplies; oversee and assist with the proper storage and efficient use of food and supplies.
- Assist in coordinating food service operations with school activities to improve school and community public relations and increase student participation.
- Prepare food for transport to serving kitchens as required; ensure guidelines for maintaining appropriate food temperatures and sanitation requirements are met.
- Ensure accuracy of daily cash receipts; count and wrap money; prepare bank deposits, and deposit monies into appropriate accounts.
- Confer with the supervisor regarding cafeteria needs, conditions, and menu changes.
- Operate equipment and machines used in kitchens: slicers, choppers, mixers, ovens, and others.
- Attend in-service meetings and workshops related to food service operations and activities.
- Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Planning, organization, and operation of a large food service program.
- Methods of calculating and estimating needed food and supplies.
- Methods of preparing, cooking, and serving food in large quantities.
- Sanitation and safety practices related to cooking, serving, and transporting food.
- Standard kitchen equipment, utensils, and measurements.
- Storage and rotation of perishable food.
- Principles and practices of supervision and training.
- Inventory methods and practices.
- Health and safety regulations.
- Interpersonal skills using tact, patience, and courtesy.
- Record-keeping techniques.

Ability to:

- Plan, organize, and supervise the complex service operations and activities at a central kitchen or large school district involving food service to on-site students and staff.
- Calculate, estimate, and requisition food and supplies.
- Train, supervise, and evaluate personnel.
- Maintain records and prepare reports.
- Ensure food preparation, service, transport, and storage are in accordance with health, sanitation, and safety regulations.
- Participate in and ensure the proper maintenance of food service equipment and ensure the proper cleaning and sanitizing of serving areas.
- Operate standard kitchen equipment safely and efficiently.
- Lift heavy objects.
- Meet schedules and timelines.
- Work independently with little direction.
- Complete work with many interruptions.

- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law and four years food service experience.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirement

Local District Classification Plan

Class Code: 7223

Class Title: Food Service Supervisor I

Basic Function

Plan, organize and supervise food service operation at an assigned school site; train, supervise and evaluate performance of assigned staff.

Distinguishing Characteristics

Food Service Supervisor I incumbents supervise food service operations at an assigned school site. Food Service Supervisor II incumbents supervise complex operations and activities of a central kitchen and plan food service transportation to district school sites or supervise the activities of a large school district food service operation.

Representative Duties

- Maintain high standards of control for quality food production and service.
- Plan, organize and supervise food service operations at an assigned school site; supervise the serving and storage of food in accordance with established guidelines and procedures.
- Maintain quality standards for the presentation and service of food in a pleasant environment.
- Oversee serving of meals to students, teachers, and other staff; participate in food serving and preparation as needed; ensure compliance with serving size requirements.
- Prepare work schedules and assign duties for subordinate personnel; train, direct, discipline and evaluate assigned staff; participate in the selection of new employees.
- Ensure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; ensure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports, and production records.
- Operate the point of service system to ensure accurate meal counting and claiming.
- Estimate and requisition food quantities, equipment and supplies needed; receive, inspect, verify, and accept delivery of food and supplies; utilize proper methods of storing foods.
- Confer with supervisor regarding cafeteria needs, conditions and menu changes.
- Operate a variety of equipment and machines used in school kitchens and cafeterias: cash registers, slicers, choppers, mixers, ovens, and others.
- Attend meetings related to food service operations and activities.
- Ensure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.

- Perform related duties as assigned

Knowledge and Abilities

Knowledge of:

- Basic operations of a school cafeteria.
- Principles and methods of quantity food service preparation, serving, and storage.
- Standard kitchen equipment, utensils, and measurements.
- Methods of computing food quantities required by weekly or monthly menus.
- Sanitation and safety practices related to transporting and serving food.
- Principles of nutrition.
- Record-keeping techniques.
- Principles and practices of training and providing work direction.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Plan, organize, and supervise food service operations at an assigned school site.
- Estimate food quantities and requisition proper amounts for economical food service.
- Prepare nutritious and appetizing food in quantity as necessary.
- Operate standard cafeteria equipment and appliances.
- Maintain records and prepare reports.
- Add, subtract, multiply, and divide quickly and accurately.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Train, supervise, and evaluate personnel.
- Communicate effectively both orally and in writing.
- Lift heavy objects.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law and four years food service experience.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements.

Local District Classification Plan

Class Code: 7224

Class Title: Food Service Program Assistant

Basic Function

Schedule, conduct, evaluate, and participate in the benefit issuance process for the National School Lunch Program. Ensure compliance with National School Lunch program requirements; train food service personnel and school bookkeepers in the free and reduced meals application procedures; assist in the development of instructional and informational materials related to the assigned areas of responsibility.

Representative Duties

- Schedule, conduct, evaluate and participate in the benefit issuance process for the National School Lunch Program. Ensure compliance with National School Lunch Program requirements; review procedures followed at each site and recommend changes as appropriate.
- Conduct operational program reviews; notify administrative staff in the food service department of the audit/review status of each site visited, audited, and evaluated.
- Train food service personnel and school bookkeepers in the free and reduced meals application procedures; provide workshop and on-site training.
- Develop, write and submit reports to principals and other staff; recommend changes in program operations to ensure compliance with federal and state requirements.
- Advise food service personnel on approved collection procedures for meal service.
- Advise principals and other staff regarding meal counting and claiming procedures.
- Monitor on-line responsibilities of food service managers, supervisors, and cashiers in accordance with reduced meal claims procedures.
- Assist in the development of instructional and informational materials related to the assigned areas of responsibility.
- Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Nutritional and operational requirements of the National School Lunch Program and related federal and state regulations, including the evaluation of applications for free and reduced priced meals.
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.

- Oral and written communication skills.

Ability to:

- Schedule, conduct, evaluate and participate in the auditing of free and reduced meals.
- Ensure compliance with National School Lunch Program requirements.
- Train food service personnel and school bookkeepers in the free and reduced meals application procedures.
- Assist in the development of instructional and informational materials related to the assigned areas of responsibility.
- Analyze situations accurately and adopt an effective course of action.
- Make arithmetic calculations with speed and accuracy.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Plan and organize work.
- Operate a computer as required.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Work independently with minimal supervision.
- Observe legal and defensive driving practices.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law and two years increasingly responsible food service management experience.

Licenses and Other Requirements

Valid Kentucky driver's license. Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements.

Local District Classification Plan

Class Code: 7232

Class Title: Lead Food Service Assistant I

Basic Function

Plan, organize, and lead food service operations at an assigned school site; train, assign and provide work direction to assigned personnel.

Distinguishing Characteristics

Lead Food Service Assistant I incumbents lead food service operations in a single assigned school site. Lead Food Service Assistant II incumbents lead complex operations and activities of a central kitchen and plan food service transportation to district school sites or supervise the activities of a large school district food service operation.

Representative Duties

- Plan, organize, and lead food service operations at an assigned school site; ensure the serving and storage of food is in accordance with established guidelines and procedures.
- Oversee serving of meals to students, teachers, and other staff; participate in food serving and preparation as needed; ensure compliance with serving size requirements.
- Prepare work schedules and assign duties for assigned personnel; train and provide work direction.
- Operate the point of service system to ensure accurate meal counting and claiming.
- Ensure proper cleanliness and maintenance of equipment and supplies used in the cafeteria; ensure compliance with safety and sanitation regulations.
- Prepare and maintain a variety of reports and records including inventory, requisitions, daily reports and production sheets.
- Estimate and requisition needed food, equipment, and supplies; receive, inspect, verify, and accept delivery on food and supplies; utilize proper methods of storing foods.
- Confer with supervisor regarding cafeteria needs, conditions, and menu changes.
- Operate a variety of equipment and machines used in school kitchens and cafeterias: cash registers, slicers, choppers, mixers, ovens, and others as required.
- Attend meetings related to food service operations and activities.
- Ensure accuracy of daily cash receipts; count and wrap money; prepare bank deposits; prepare daily report of meals served.
- Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Basic operations of a school cafeteria.
- Principles and methods of quantity food service preparation, serving, and storage.
- Standard kitchen equipment, utensils, and measurements.
- Methods of computing food quantities required by weekly or monthly menus.
- Sanitation and safety practices related to transporting and serving food.
- Principles of nutrition.
- Record-keeping techniques.
- Principles of training and providing work direction.
- Interpersonal skills using tact, patience, and courtesy.

Ability to:

- Plan, organize and oversee food service operations at an assigned school site.
- Estimate food quantities and requisition proper amounts for economical food service.
- Prepare nutritious and appetizing food in quantity as necessary.
- Operate a computer if necessary.
- Operate standard cafeteria equipment and appliances.
- Maintain records and prepare reports.
- Add, subtract, multiply, and divide quickly and accurately.
- Operate a cash register and make change accurately.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Train and provide work direction to others.
- Communicate effectively both orally and in writing.
- Lift heavy objects.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law and two years food service experience.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements.

Local District Classification Plan

Class Code: 7233

Class Title: Food Service Assistant II

Basic Function

Assist in the preparation of food; prepare assigned food serving area and perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

Distinguishing Characteristics

Food Service Assistant II incumbents assist in the preparation of food in a production kitchen, food serving, and cashiering duties and incumbents may be assigned lead duties. Food Service Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food.

Representative Duties

- Prepare and serve appropriate quantities of food in a timely manner, assuring proper quality and quantity of food prepared; prepare, cook and/or assemble sandwiches, burgers, fries, salads, meats, fruits, vegetables, and cookies.
- Assemble items to be served and sold at designated food service area locations; prepare food for transport across campus or to other district locations; maintain appropriate records as assigned.
- Prepare food service facilities for the serving of food; ensure that serving lines are properly stocked with adequate food, beverages, and supplies; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
- Heat, portion, and serve food to students and staff according to established procedures.
- Count money and prepare money boxes or cash registers with the appropriate amount and denominations of change.
- Follow proper counting and claiming procedures for meals and beverages sold and make appropriate change; complete and maintain daily and weekly records of meals and beverages served and money collected; total receipted monies, prepare bank deposit slips and deliver to school office for deposit.
- Count and maintain inventory records and notify supervisor of needed supplies.
- Maintain work areas and serving areas in a clean, sanitary, and safe condition; wash and clean counters and steam tables; wash and store equipment, pots, pans, trays, and other food service items.
- Assist other food service personnel with cooking and baking activities.
- Assist in storing unused food and supplies to ensure compliance with health and sanitation standards; dispose of unusable leftovers and trash.
- Operate a variety of standard kitchen and cafeteria equipment: cash registers, slicers, graters, mixers, frying machines, steamers, wrapping/sealing machines, dishwashers, steam carts, ovens, and others as required.

- Train new food service employees and student workers as assigned.
- Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Basic math and cashiering skills.
- Basic record-keeping techniques.
- Standard kitchen equipment, utensils, and measurements.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience, and courtesy.
- Proper lifting techniques.

Ability to:

- Prepare and serve food in accordance with health and sanitation regulations.
- Learn and follow health and sanitation requirements.
- Operate a computer if necessary.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Operate a cash register and make change accurately.
- Add, subtract, multiply, and divide quickly and accurately.
- Wash, cut, slice, grate, mix and assemble food items and ingredients.
- Learn, apply, and explain policies, procedures, rules, and regulations.
- Meet schedules and timelines.
- Operate standard kitchen equipment safely and efficiently.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.
- Lift, bend, push, walk, and stand for extended periods of time.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law and one year food service experience.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements.

Local District Classification Plan

Class Code: 7234

Class Title: Food Service Assistant I

Basic Function

Perform routine food service activities related to the setting up of serving areas and the serving of food to students and staff; perform cashiering duties in the sale of food items to students and staff; maintain cleanliness of food service facilities.

Distinguishing Characteristics

Food Service Assistant I incumbents perform basic and routine food service and cashiering activities related to the serving of food. Food Service Assistant II incumbents assist in the preparation of food in a production kitchen, food serving, and cashiering duties and incumbents may be assigned lead duties.

Representative Duties

- Prepare food service facilities for serving food; count and set out an appropriate number of food trays; prepare the steam table for serving hot meals.
- Wash and prepare eating and serving areas; set out food, trays, and beverages according to established procedures.
- Maintain work areas and serving areas in a clean, sanitary, and safe condition; wash and clean counters and steam tables; wash and store pots, pans, trays, and kitchen equipment.
- Heat, portion, and serve food to students and staff according to established procedures.
- Count money and prepare moneyboxes or cash registers with the appropriate amount and denominations of change.
- Sell a variety of foods and beverages and make proper change; operate the point of service system to ensure accurate meal counting and claiming.
- Assist in storing unused food and supplies; dispose of unusable leftovers and garbage.
- Operate a variety of standard kitchen equipment such as a cash register, dishwasher, and ovens; report faulty equipment, as necessary.
- Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Standard kitchen equipment, utensils, and measurements.
- Basic math and cashiering skills.
- Sanitation practices related to handling and serving food.
- Interpersonal skills using tact, patience, and courtesy.
- Proper lifting techniques.

Ability to:

- Serve food in accordance with health and sanitation regulations.
- Learn and follow health and sanitation requirements.
- Maintain food service equipment and areas in a clean and sanitary condition.
- Operate a cash register and make change accurately.
- Learn, apply, and explain policies, procedures, rules, and regulations.
- Meet schedules and timelines.
- Understand and follow oral and written directions.
- Work cooperatively with others.
- Lift heavy objects.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements.

Local District Classification Plan

Class Code: 7241

Class Title: Cook/Baker

Basic Function

Prepare, cook, bake, and serve a variety of foods in quantity at an assigned school site; assist in other food preparation duties as directed; maintain facilities in a clean and sanitary condition; train and provide work direction to others.

Representative Duties

- Prepare and bake rolls, biscuits, breads, cakes, cookies, and other baked goods; prepare and combine necessary ingredients.
- Prepare and cook meat dishes, vegetables, and other main dishes; prepare salads, sandwiches, fruits, soups, sauces, and other foods.
- Assist in determining the appropriate quantity of food items for cooking and baking; adjust and extend recipes as needed; maintain food quality standards including appearance, and nutritional requirements.
- Monitor temperatures of food to ensure safety and quality standards are met; monitor water temperatures to ensure proper temperature for sanitizing.
- Serve food according to established guidelines and replenish serving containers as needed; serve and sell lunch items to faculty.
- Clean cafeteria equipment, utensils and appliances and store food supplies; ensure compliance with kitchen sanitation and safety procedures and regulations; clean refrigerators and storerooms as required.
- Assist in storing unused food and supplies; dispose of unusable leftovers; utilize proper methods of handling foods to be stored.
- Operate a variety of standard kitchen and cafeteria equipment: slicers, choppers, mixers, steamers, fryers, dishwashers, electric warmers, ranges, ovens, pressure cookers, cash registers, dishwashers, and others as required.
- Train and provide work direction to others.
- Record amounts of food sold, and monies collected as assigned; assist with inventory and maintain routine records as directed; prepare records of foods cooked and foods left over.
- Prepare and bake food for special events as needed; assist at banquets or special events as required.
- Assist in other food service areas as needed; collect money and make correct change.
- Perform related duties as assigned.

Knowledge and Abilities

Knowledge of:

- Principles and methods of quantity food service preparation, serving and storage.
- Sanitation and safety practices related to handling, cooking, baking, and serving food.

- Methods of preparing and serving food in large quantities.
- Methods of adjusting and extending recipes and proper substitutions.
- Proper methods of storing equipment, materials, and supplies.
- Standard kitchen equipment, utensils, and measurements.
- Health and safety regulations.
- Basic record-keeping techniques.
- Basic math and cashiering skills.

Ability to:

- Prepare, cook, bake, and serve a variety of foods in quantity at an assigned food service facility.
- Prepare and serve food in accordance with health and sanitation regulations.
- Operate and maintain standard machines and equipment found in school cafeterias and kitchens.
- Prepare attractive, appetizing, and nutritious meals for students and staff.
- Lift, bend, reach, and stand.
- Follow, adjust, and extend recipes.
- Understand and follow oral and written directions.
- Communicate effectively both orally and in writing.
- Lift heavy objects.
- Maintain routine records.
- Meet schedules and timelines.
- Establish and maintain cooperative and effective working relationships with others.
- Plan and organize work.
- Observe health and safety regulations.
- Train and provide work direction to others.
- Make change accurately.
- Read and write at a level required for successful job performance.
- Operate a cash register and make change accurately.

Education and Experience

Any combination equivalent to a high school diploma, a GED diploma or demonstrated progress toward obtaining a GED diploma as required by Kentucky law and one year experience in cooking and baking food in large quantities.

Licenses and Other Requirements

Pursuant to 7 CFR part 210, employee must complete mandatory annual training requirements.