



Boyle County Schools - JOB DESCRIPTION

101 Citation Drive, Suite C | Danville, Kentucky 40422 | 859.236.6634

POSITION: Summer Feeding Program Manager

SCHOOL / DEPT: Food Service

EVALUATOR: Food Service Director or designee

SALARY SCHEDULE: Extra Service Salary Schedule

APPROVED BY: Boyle County Board of Education **DATE:** April 2024

ABOUT US

Kids come first at Boyle County Schools. We're proud to employ a team of educators and staff who strive for excellence, crave innovation and look for ways to provide students with personalized learning environments. A state and national leader in education, Boyle County Schools elevates more than 2,700 students to the highest levels of achievement through growth in academics, the arts and athletics.

ABOUT THE POSITION

To lead the preparation and service of quality food for children during the summer months, providing reliable, healthy meals while school is not in session.

JOB QUALIFICATIONS

This position requires:

- A high school diploma or G.E.D. Certificate as required by Kentucky law.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following are listed for reference. Success will involve the ongoing demonstration of desire and ability to perform responsibilities effectively, efficiently, pleasantly and with a focus on student success.

- Direct the efforts of the staff in order to prepare, cook, bake, set up and serve a variety of food items
- Monitor current inventory and place appropriate food orders based on menu needs.
- Maintain all required program paperwork and accurately record information such as meal counts, temperatures, delivery times, etc.
- Utilize technology such as computers and tablets.
- Approve schedule changes, review timesheets, and other administrative duties.
- Communicate with the Food Service Director and Assistant Director regularly about program needs and updates.
- Assume responsibility for the safety and security of the kitchen area.
- Act as the on-site liaison for vendors and site contacts.
- Oversee that cooks accurately identify, count, wrap, pack, and transport food items for bulk distribution.
- Follow standardized recipes and kitchen procedures for food quality and safety, and sanitation and instruct others on how to do so.
- Create and utilize packing lists and other guides to ensure meal kits contain all menu items for reimbursable meals.
- Load bags and coolers of food items in and out of vehicles.
- Work safely and quickly in a variety of environments, including climate-controlled indoor areas, walk-in refrigerators and freezers, and outdoors in the summer weather, potentially including high heat and rain.
- Assist with the daily cleaning of all kitchen equipment to ensure cleanliness and that sanitary conditions are met.
- Report inferior quality of food and faulty equipment to the appropriate authority.

- Operate commercial equipment needed in the cooking and cleaning processes.
- Provide excellent customer service when assisting the public.
- Accurately record information on appropriate forms such as meal counts, temperatures, delivery times, etc.
- Complete required civil rights and program training.
- Maintain regular attendance.
- Strict adherence to the Policies and Procedures of the Boyle County Board of Education, the Employee Handbook, and Kentucky Revised Statutes.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES: Summer Feeding Program Cooks and Volunteers

WORKING CONDITIONS

- Regularly required to use hands and fingers to handle, or feel; will reach with hands and arms.
- Frequently required to stand; walk; and stoop, kneel, crouch, or crawl and required to bend or twist at the neck and trunk while performing duties of this job.
- Continual use of hand strength to grasp tools.
- Frequently lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Frequently walks on slippery surfaces. Occasionally required to sit and climb or balance.
- Requires activities involving being around commercial cooking equipment, exposure to marked changes in temperature, frequently working in an environment with extreme temperature changes.
- The employee has a greater than average risk of getting a minor injury such as a cut or burn while performing the duties of this job.
- The noise level in the work environment is frequently loud.

DISCLAIMERS AND OTHER PERTINENT INFORMATION

- The work environment described is representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.
- This document does not create an employment contract, implied or otherwise.