4.20 School Nutrition Program

Pay Grade	Contract Days	Job Title	Exempt Status	MVR Requirement
SN-1	183	School Nutrition Worker	NE	N
SN-2	186	School Nutrition Assistant Manager	NE	N
SN-3		School Nutrition Manager	NE	N

Interview/Recommendation Guidelines

- The Principal/Executive Director of School Nutrition will immediately communicate school nutrition vacancies to the Office of Human Resources.
- Staffing school nutrition positions with full-time personnel will be the school district's highest priority consideration; part-time requests must be part-time allotments and/or benefit districtwide needs, as determined by the Office of Human Resources.
- The Office of Human Resources, in conjunction with the Office of School Nutrition, will develop a list of school nutrition employees eligible for the various levels.
- As part of the employment process for the SN position and substitutes, approved applicants will be required to attend an orientation session in the Office of School Nutrition. This requirement must be met as a condition of employment for school nutrition and lunchroom monitor.
- Substitutes on the approved list will be assigned to a worksite location through the Office of School Nutrition.
- Principals will interview and recommend personnel from the approved list of eligible candidates, except as determined by the Office of Human Resources.
- School Nutrition staff that work during the summer feeding program must have a clear MVR.

Step	SN-1			SN-2			SN-3		
	183			186			186		
	Hourly Rate	6 hrs. Annual Rate	6.5 hrs. Annual Rate	Hourly Rate	6.5 hrs. Annual Rate	7 hrs. Annual Rate	Hourly Rate	7.5 hrs. Annual Rate	8 hrs. Annual Rate
00	16.68	18,314.64	19,840.86	19.95	24,119.55	25,974.90	24.86	34,679.70	36,991.68
01	17.06	18,731.88	20,292.87	20.51	24,796.59	26,704.02	25.58	35,684.10	38,063.04
02	17.46	19,171.08	20,768.67	21.09	25,497.81	27,459.18	26.29	36,674.55	39,119.52
03	17.86	19,610.28	21,244.47	21.69	26,223.21	28,240.38	27.03	37,706.85	40,220.64
04	18.26	20,049.48	21,720.27	22.28	26,936.52	29,008.56	27.83	38,822.85	41,411.04
05	18.68	20,510.64	22,219.86	22.91	27,698.19	29,828.82	28.61	39,910.95	42,571.68
06	19.14	21,015.72	22,767.03	23.56	28,484.04	30,675.12	29.43	41,054.85	43,791.84
07	19.58	21,498.84	23,290.41	24.22	29,281.98	31,534.44	30.27	42,226.65	45,041.76
08	20.02	21,981.96	23,813.79	24.92	30,128.28	32,445.84	31.15	43,454.25	46,351.20
09	20.48	22,487.04	24,360.96	25.61	30,962.49	33,344.22	32.04	44,695.80	47,675.52
10	20.96	23,014.08	24,931.92	26.34	31,845.06	34,294.68	32.95	45,965.25	49,029.60
11	21.46	23,563.08	25,526.67	26.96	32,594.64	35,101.92	33.57	46,830.15	49,952.16
12	21.86	24,002.28	26,002.47	27.60	33,368.40	35,935.20	34.24	47,764.80	50,949.12
13	22.28	24,463.44	26,502.06	28.27	34,178.43	36,807.54	34.93	48,727.35	51,975.84
14	22.68	24,902.64	26,977.86	28.94	34,988.46	37,679.88	35.62	49,689.90	53,002.56
15	23.10	25,363.80	27,477.45	29.63	35,822.67	38,578.26	36.33	50,680.35	54,059.04
16	23.54	25,846.92	28,000.83	30.19	36,499.71	39,307.38	36.70	51,196.50	54,609.60
17	24.00	26,352.00	28,548.00	30.76	37,188.84	40,049.52	37.07	51,712.65	55,160.16
18	24.44	26,835.12	29,071.38	31.21	37,732.89	40,635.42	37.43	52,214.85	55,695.84
19	24.90	27,340.20	29,618.55	31.66	38,276.94	41,221.32	37.82	52,758.90	56,276.16
20	25.38	27,867.24	30,189.51	31.95	38,627.55	41,598.90	38.20	53,289.00	56,841.60
21	25.62	28,130.76	30,474.99	32.26	39,002.34	42,002.52	38.40	53,568.00	57,139.20
22	25.86	28,394.28	30,760.47	32.57	39,377.13	42,406.14	38.78	54,098.10	57,704.64
23	26.12	28,679.76	31,069.74	32.88	39,751.92	42,809.76	39.36	54,907.20	58,567.68
24	26.36	28,943.28	31,355.22	33.21	40,150.89	43,239.42	39.77	55,479.15	59,177.76
25	26.62	29,228.76	31,664.49	33.53	40,537.77	43,656.06	40.16	56,023.20	59,758.08

- School Nutrition Part Time Worker – Part Time 3.5 hours per day at $16.50/hour and must fulfill School Nutrition Worker employment placement requirements.
- School Nutrition Worker Incentive Pay Increase- Completion of Orientation for New Employees (O.N.E.), a passing score on the ServSafe Food Safety examination, completion of the Georgia Department of Education Manager and Culinary Pathways, and completion of CCSD Manager in Training (M.I.T.) course will result in an additional 2 steps on the pay scale.
- Any School Nutrition Worker that is permanently assigned to more than one school location, with the exception of the floater position, will receive a two-step increase in pay. Employees that received the increase will be placed back on their appropriate step when he/she returns to serving only one school location.
- Employees that are responsible for more than one worksite will be required to drive as a skill and must have a clear MVR to service each location. Employees who drive their personal vehicle between sites will be reimbursed for mileage in accordance with CCSD Travel Reimbursement guidelines.
- SN2 and SN3- As an incentive to transfer to larger schools, there will be a step increase based on the Average Daily Participation of Student Meals. Assistant Managers and Managers will receive an increase of one step for ADP changes between 300-500 and two steps for changes of ADP 501+. Employees that have received an incentive due to ADP that choose to take a position or reassignment to a smaller school will be placed back on their appropriate step (one step or two step decrease per ADP range).
- Managers operating two full-service kitchen operations on two school campuses will receive a yearly supplement of $3,525.
- School must serve 400 ADP or more per day to be eligible for an Assistant Manager position.
- An Assistant Manager serving as Acting Manager in the absence of a Manager will receive an additional $2 per hour after serving as Acting Manager for 10 consecutive days without additional administrative support being provided.