



NEW: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	COORDINATOR PACKAGING ASSEMBLY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 5
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8277
BARGAINING UNIT:	CLAP

**SCOPE OF RESPONSIBILITIES**

Responsible for the packaging and assembly of food products and supplies for delivery to service sites. Supervises assembly and packaging personnel to ensure efficient workflow and high quality production. Consults with supervisor to establish procedures, priorities, and processes. Performs all tasks involved in the assembly and packaging of food and supplies. Prepares reports, maintains records and controls costs for items assembled and packaged in the Nutrition Service Center.

**PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA**

- Assumes responsibilities for coordination and scheduling of all packaging of food items, both bulk and individual, and for the storage and assembly of all food and supplies to be delivered to service sites
- Directs the packaging of all food items to ensure safety, quality, and regulation compliance
- Supervises, schedules, and evaluates all packaging and assembly employees to provide optimum utilization of equipment and personnel
- Requisitions, through proper channels, all supplies, materials, and equipment related to packaging and assembly, as needed to meet production schedules
- Operates all equipment and trains staff in its proper and safe operation and cleaning; responsible for receipt and coordination of all items to assembly area and accurate allocation of these items to carts in a safe, orderly, and timely manner
- Assumes responsibilities for receipt and coordination of all items to assembly area and accurate allocation of these items to carts in a safe, orderly, and timely manner
- Maintains a quality control and Hazard Analysis and Critical Control Points plan
- Works in cooperation with staff to address staff and product movement between work areas
- Maintains records of all items delivered to service sites daily
- Supervises the packaging of items, ensuring the maintenance of high quality standards, accurate counts and pack sizes, and the proper use of equipment
- Establishes and maintains time schedules, and assigns personnel to meet production and delivery demands
- Monitors food banks temperatures and general conditions
- Maintains perpetual and semi-annual inventory of food bank
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

**PHYSICAL DEMANDS**

The work is performed while standing or walking. . The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, reaching with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, driving automotive equipment, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
Associate degree in Quantity Food Production or equivalent experience
Three (3) years of experience in institutional product management
Kentucky Department of Education Certification as a Food Service Employee
Jefferson County Board of Health Sanitation Certification
Effective communication skills

DESIRABLE QUALIFICATIONS
Knowledge of policies and procedures of the school district
Experience in large quantity food preparation
Experience in diverse workplace

Footnote
This position is categorically funded and re-employment is subject to periodic review based on availability of funds and continued need for the project.