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APPENDIX B

1. Classified Administrative Staff

1.1. Facilities and Operations Director

- 1.1.1. Supervision of school facilities projects and programs
 - 1.1.1.1. Operational budgets and expenses
 - 1.1.1.1.1. Stay current on all relevant code, policy, and best practices for school operations and policy
 - 1.1.1.1.2. Ensure business operations function effectively and compliantly
 - 1.1.1.1.3. Support finance team in budget tracking of operations items
 - 1.1.1.1.4. Support finance team with monitoring and management, with input into budget development with Superintendent and Board Finance Committee or team.
 - 1.1.1.1.5. Collaborate with Superintendent to ensure the expenditures for the school are in line with budget and school goals and priorities.
 - 1.1.1.2. License compliance and oversight
 - 1.1.1.2.1. Track, update and maintain licenses for site software
 - 1.1.1.2.2. Manage facility licenses and permits
 - 1.1.1.2.3. Manage business licenses and permits (ie: farm, public health, safety)
- 1.1.2. License compliance and oversight
 - 1.1.2.1. Track, update and maintain licenses for site software
 - 1.1.2.2. Manage facility licenses and permits

- 1.1.2.3. Manage business licenses and permits (ie: farm, public health, safety)
- 1.1.3. Oversee Personnel Policies and Practices
 - 1.1.3.1. Support the Superintendent in recruitment and retention of personnel
 - 1.1.3.2. Evaluate and give feedback to administrative operations personnel.
- 1.1.4. Facilities
 - 1.1.4.1. Ensure school facilities function effectively and compliantly.
 - 1.1.4.2. Stay current on all relevant code, policy, and best practices for facilities and policy
 - 1.1.4.3. Oversee the completion of the annual revision of school safety plan and the inspection of facilities using the Facilities Inspection Tool.
 - 1.1.4.4. Project approval as needed for the campus and school operations
 - 1.1.4.5. Facilitate and maintain contracts with service providers
 - 1.1.4.5.1. Generate agreements
 - 1.1.4.5.2. Review agreements
 - 1.1.4.6. Purchasing
 - 1.1.4.7. Workflow Management (via the Jot Form)
 - 1.1.4.8. Coordinate inspections and annual license renewals
 - 1.1.4.9. Plan and manage all facilities work on the middle school campus and high school campus
 - 1.1.4.10. Work with the Montessori in Redlands facilities coordinator, the City of Redlands, and Grove school facilities manager to maintain the facility.
 - 1.1.4.11. Facilitate site improvements
 - 1.1.4.12. Maintain infrastructure and update as needed
 - 1.1.4.13. Alarm response
- 1.1.5. School Programs
 - 1.1.5.1. Manage the farm/animal program
 - 1.1.5.2. Williams Act monitoring
 - 1.1.5.3. Oversee farmers market business operations as well as facility, materials and property needs
 - 1.1.5.4. Fundraising tasks, approves with Superintendent
 - 1.1.5.4.1. Calendar
 - 1.1.5.4.2. Student fundraising approval
 - 1.1.5.5. Annual ask and by student groups, PTG events
 - 1.1.5.6. Technology maintenance and supervision
 - 1.1.5.6.1. Coordination with technology consultant to ensure all school technology is in good working condition in support of student learning and safety
 - 1.1.5.6.2. Supervision of technology coordinator (if filled)
 - 1.1.5.6.3. Revise technology plan for school as needed
 - 1.1.5.6.4. Communicate with CA Dept Ed regarding technology
 - 1.1.5.7. Meeting attendance
 - 1.1.5.7.1. Finance Committee meetings
 - 1.1.5.7.2. Long Range Planning

- 1.1.5.7.3. MiR leaders (monthly)
- 1.1.5.8. Project management
- 1.1.5.9. Safety committee/handbook
- 1.1.5.10. Lunch Program
 - 1.1.5.10.1. Supervise Meals Program and food services manager
 - 1.1.5.10.2. Supervision of the following Personnel and their assigned work:
 - 1.1.5.10.2.1.1. MS Office Manager
 - 1.1.5.10.2.1.2. Finance/HR Manager
 - 1.1.5.10.2.1.3. Farm coordinator
 - 1.1.5.10.2.1.4. Facilities Coordinator/Manager
 - 1.1.5.10.2.1.5. Custodian services
 - 1.1.5.10.2.1.6. Head Chef
 - 1.1.5.10.2.1.7. IT Specialist
 - 1.1.5.10.2.1.8. Market Manager
- 1.1.5.11. Professional Development
 - 1.1.5.11.1. Attend a minimum of twice yearly trainings, meetings, conferences and/or sessions on updates to or requirements for school operations and facilities management, personnel management, and policy compliance
 - 1.1.5.11.2. Attend a minimum of three yearly trainings, meetings, conferences and/or educational sessions to improve professional practice as reflected in the school's LCAP, SPSA, WASC action items and/or general school improvement

1.2. Accounting and HR Manager

- 1.2.1. Accounting
 - 1.2.1.1. Stay current on all relevant code, policy, and best practices for school finance
 - 1.2.1.2. Facilitate payroll monthly/quarterly/annually with EPO/third party vendor
 - 1.2.1.3. Pay employees' retirement and 403(b) administrator
 - 1.2.1.4. Work with school finance team to support monthly bank and credit card reconciliation.
 - 1.2.1.5. Support school finance team with documentation and preparation for school audits
 - 1.2.1.6. Support school finance team with documentation for state reports
 - 1.2.1.7. Support school finance team with documentation for:
 - 1.2.1.7.1. Accounts receivable, accounts payable and journal entries
 - 1.2.1.7.2. Year-end reconciliation
 - 1.2.1.7.3. Tax forms for nonprofit status, state and federal
 - 1.2.1.7.4. Receipts
 - 1.2.1.7.5. Deposits
 - 1.2.1.7.6. Purchasing
 - 1.2.1.7.7. Collections

- 1.2.1.7.8. State forms
 - 1.2.1.7.8.1. Unaudited actuals
 - 1.2.1.7.8.2. 1st interim report
 - 1.2.1.7.8.3. 2nd interim report
 - 1.2.1.7.8.4. State budget form
- 1.2.1.7.9. Annual budget
- 1.2.1.7.10. Cash flow reports
- 1.2.1.7.11. Budget analysis
- 1.2.1.7.12. Categorical Spending and Reporting
- 1.2.1.7.13. Policies and procedures regarding school finances and controls
- 1.2.1.8. Administer ASB accounting
- 1.2.1.9. Coordinate payment for travel arrangements
- 1.2.1.10. Provide reports as requested to clubs and other groups
- 1.2.1.11. Provide guidance and training to students, staff and teachers on proper money handling procedures and budgeting
 - 1.2.1.11.1. Work with other fundraising groups on an as-needed basis
 - 1.2.1.11.2. Other items upon request
- 1.2.1.12. Coordinate/liaise with RUSD on finance, SPED, and HR
- 1.2.2. Human Resources
 - 1.2.2.1. Stay current on all relevant code, policy, and best practices for human resources and labor code
 - 1.2.2.2. Legal compliance [includes Title IX]
 - 1.2.2.3. Revise and maintain personnel policies and practices in coordination with Superintendent, Principal, and Facilities and Operations Director
 - 1.2.2.4. Employee recruitment
 - 1.2.2.4.1. EdJoin posts and management
 - 1.2.2.4.2. Credential analysis and charter authorizer compliance
 - 1.2.2.4.3. Process paperwork for current, new and former employees
 - 1.2.2.4.4. Edit contracts; verify dates and amounts.
 - 1.2.2.5. Retirement program management
 - 1.2.2.6. Coordination with EPO/Third-party vendor
 - 1.2.2.6.1. Oversee insurance--health, D&O & Liability, dental, vision, AFLAC, selection and support
 - 1.2.2.6.2. Employee onboarding
 - 1.2.2.6.3. Employee file management
 - 1.2.2.6.4. COBRA
 - 1.2.2.7. Professional Development
 - 1.2.2.7.1. Attend a minimum of twice yearly trainings, meetings, conferences and/or sessions on updates to or requirements for school finance and human resources management, and policy compliance
 - 1.2.2.7.2. Attend a minimum of three yearly trainings, meetings, conferences and/or educational sessions to improve

professional practice as reflected in the school's LCAP, SPSA, WASC action items and/or general school improvement

1.2.3. Farm and Facilities Manager

- 1.2.3.1. Completes daily custodial work on campus
 - 1.2.3.1.1. Classrooms
 - 1.2.3.1.2. Common spaces
 - 1.2.3.1.3. Bathrooms
- 1.2.3.2. Coordinate the different aspects of the farm that relate to plants and animals
- 1.2.3.3. Plan and organize the plants and animals on the farm, annual and long term
- 1.2.3.4. Support teachers and students in accessing the farm for educational purpose
- 1.2.3.5. Build, repair, maintain physical property on the middle school campus (includes buildings, grounds, structures, equipment, etc)
- 1.2.3.6. Coordinate work on the farm campus with students and teacher
- 1.2.3.7. Completes daily maintenance as assigned
- 1.2.3.8. Facilitate micro-economy for student participation
- 1.2.3.9. Manage compliance for Farmer's Market
- 1.2.3.10. Perform weekly, or biweekly as needed, landscaping duties to control growth on property

1.3. Registrar/Office Manager

- 1.3.1. Admin Support for Superintendent and Principal
 - 1.3.1.1. Student needs intake (ie: discipline referral, health concern, etc...)
 - 1.3.1.2. Scheduling parent, teacher, and/or student meetings with admin
 - 1.3.1.3. Accounting as needed, including receipts management
 - 1.3.1.4. Student document management and reporting
 - 1.3.1.5. Document review
 - 1.3.1.6. Communication
 - 1.3.1.7. Other duties as assigned
 - 1.3.1.8. Schedule nurse, TB, eye testing
- 1.3.2. Registrar Duties
 - 1.3.2.1. Aeries Lead
 - 1.3.2.1.1. Transcripts
 - 1.3.2.1.2. Enrollment/ Withdrawal
 - 1.3.2.1.3. Student Records
 - 1.3.2.1.3.1. Data entry
 - 1.3.2.1.3.2. Data verification
 - 1.3.2.1.3.3. Send and receive CUM files
 - 1.3.2.1.3.4. Immunization compliance
 - 1.3.2.1.4. Enrollment

- 1.3.2.1.4.1. Oversee enrollment at the school and, as required, lead the enrollment process by working with Superintendent and Principal to set enrollment targets, the administrative coordinator on the enrollment process, and the Superintendent, Principal, and School Counselor to market the school to current and new families to meet enrollment targets.
- 1.3.2.1.5. Student work permits
- 1.3.2.1.6. Student paperwork
- 1.3.3. Program Coordination
 - 1.3.3.1. Testing coordinator (CAASPP, PSAT, AP)
 - 1.3.3.2. Graduation Coordinator
 - 1.3.3.3. Homeless Liaison/McKinney-Vento Homeless Assistance Act Compliance
 - 1.3.3.4. Free/Reduced lunch manager
 - 1.3.3.5. Mini course Coordinator
 - 1.3.3.6. Graduation Coordinator
 - 1.3.3.7. RISE/Independent study
- 1.3.4. Teacher Support:
 - 1.3.4.1. Assist with Field Trip Transportation
 - 1.3.4.2. Coordinate Meetings with families set up if needed
 - 1.3.4.3. Student Led Conference Sign Ups
 - 1.3.4.4. Substitute teacher management
 - 1.3.4.5. Period 7 and 8 volunteer organization
 - 1.3.4.6. Student materials distribution
 - 1.3.4.7. Professional Development
 - 1.3.4.7.1. Attend a minimum of once yearly trainings, meetings, conferences and/or sessions on updates to or requirements for relevant school programs (ie: McKinney-Vento)

1.4. Administrative Assistant: High School

- 1.4.1. Admin Support for Superintendent
 - 1.4.1.1. Front office receptionist
 - 1.4.1.2. Student needs intake (ie: discipline referral, health concern, etc...)
 - 1.4.1.3. Scheduling meetings with admin
 - 1.4.1.4. Schedules IEP/504/SST meetings
 - 1.4.1.5. Messages
 - 1.4.1.6. Answer phones
 - 1.4.1.7. Accounting as needed, including receipts management
 - 1.4.1.8. Student document management and reporting
 - 1.4.1.9. Document review
 - 1.4.1.10. Lottery Coordinator
 - 1.4.1.11. File annual "Form 700" (board members)
 - 1.4.1.12. Other duties as assigned
 - 1.4.1.13. Meeting support

- 1.4.1.13.1. Hospitality for meetings as needed
- 1.4.1.13.2. Provide necessary materials for staff meetings as directed by Superintendent
- 1.4.1.13.3. Prepare meeting rooms for scheduled meetings, including board meetings
- 1.4.2. Calendar
 - 1.4.2.1. Committee
 - 1.4.2.2. Communication
- 1.4.3. Attend relevant meetings and trainings as needed
- 1.4.4. Student Records
 - 1.4.4.1. Aeries Support
 - 1.4.4.1.1. Data entry as needed
 - 1.4.4.1.2. Data verification as needed
 - 1.4.4.2. Attendance
 - 1.4.4.2.1. Collection
 - 1.4.4.2.2. Reporting
 - 1.4.4.2.3. Attendance to district
 - 1.4.4.3. Student form filing
 - 1.4.4.4. Grade checks (by semester for eligibility)
- 1.4.5. Sports Program Support
 - 1.4.5.1. Athletic packets, spreadsheet, grade checks
 - 1.4.5.2. Organize & track PFTs for PE teacher
- 1.4.6. Parent Communication
 - 1.4.6.1. Mailings
 - 1.4.6.2. Phone calls
 - 1.4.6.3. Procedural guidance
 - 1.4.6.4. PR
- 1.4.7. Student Health
 - 1.4.7.1. Nurse referral
 - 1.4.7.2. Medication forms
 - 1.4.7.3. Medication administration
 - 1.4.7.4. Parent communication
 - 1.4.7.5. Field trip preparation
- 1.4.8. Materials and book checkout
 - 1.4.8.1. Operate, maintain and monitor copy machines
 - 1.4.8.2. Supply teachers with needed copies
 - 1.4.8.3. Supply stock check and ordering
 - 1.4.8.4. Student books and materials inventory management, processing, and checkout
 - 1.4.8.5. Professional Development
 - 1.4.8.5.1. Attend a minimum of once yearly trainings, meetings, conferences and/or sessions on updates to or requirements for relevant school programs (ie: Attendance)

1.5. Administrative Assistant: Middle School

- 1.5.1. Admin Support for Principal and Facilities and Operations Director
 - 1.5.1.1. Student needs intake (ie: discipline referral, health concern, etc...)
 - 1.5.1.2. Meeting Support
 - 1.5.1.2.1. Scheduling meetings
 - 1.5.1.2.2. Hospitality for meetings as needed
 - 1.5.1.2.3. Prepare meeting rooms for scheduled meetings
 - 1.5.1.3. Messages
 - 1.5.1.4. Kitchen reports
 - 1.5.1.5. Answer phones
 - 1.5.1.6. Accounting as needed, including receipts management
 - 1.5.1.7. Student document management and reporting
 - 1.5.1.8. Document review
 - 1.5.1.9. Other duties as assigned
 - 1.5.1.10. Calendar
 - 1.5.1.10.1. Committee
 - 1.5.1.10.2. Communication
 - 1.5.1.11. Attend relevant meetings and trainings as needed
 - 1.5.1.12. Student Records
 - 1.5.1.12.1. Aeries
 - 1.5.1.12.1.1. Data entry
 - 1.5.1.12.1.2. Data verification
 - 1.5.1.12.2. Attendance
 - 1.5.1.12.2.1. Collection
 - 1.5.1.12.2.2. Reporting
 - 1.5.1.12.3. Kitchen data entry
 - 1.5.1.12.4. Student form filing
 - 1.5.1.12.5. Grade checks (by semester for eligibility)
 - 1.5.1.13. Parent Communication
 - 1.5.1.13.1. Mailings
 - 1.5.1.13.2. Phone calls
 - 1.5.1.13.3. Procedural guidance
 - 1.5.1.13.4. PR
 - 1.5.1.14. Student Health
 - 1.5.1.14.1. Nurse referral
 - 1.5.1.14.2. Medication forms
 - 1.5.1.14.3. Medication administration
 - 1.5.1.14.4. Parent communication
 - 1.5.1.14.5. Field trip preparation
 - 1.5.1.15. Materials and book checkout
 - 1.5.1.15.1. Operate, maintain and monitor copy machines
 - 1.5.1.15.2. Supply teachers with needed copies
 - 1.5.1.15.3. Supply stock check and ordering

- 1.5.1.15.4. Student books and materials inventory management, processing, and checkout
- 1.5.1.15.5. Student library management
- 1.5.1.15.6. Professional Development
 - 1.5.1.15.6.1. Attend a minimum of once yearly trainings, meetings, conferences and/or sessions on updates to or requirements for relevant school programs (ie: student records)

1.6. School Lunch Program Manager

- 1.6.1. Oversee daily operations and employees:
 - 1.6.1.1. Daily organization and packaging of scratch and prepackaged meal items
 - 1.6.1.2. Proper storage of food and kitchen equipment and materials
 - 1.6.1.3. Manage prepackaged and scratch food planning, ordering, stock, and preparation
 - 1.6.1.4. Supervise kitchen staff
 - 1.6.1.5. Ensure compliance with National School Lunch program, county health department, and state meal requirements for physical space and reimbursable meal service
 - 1.6.1.6. Ensure [daily operations](#) are fulfilled at both campuses, including:
 - 1.6.1.6.1. Student recruitment
 - 1.6.1.6.2. Inform office staff in a timely manner when kitchen staff substitutes are needed.
 - 1.6.1.6.3. Communicate any other issues to Facilities and Operations Director or Superintendent as they arise
- 1.6.2. Provide accurate reports to Facilities and Operations Director including:
 - 1.6.2.1. Inventory sheets daily
 - 1.6.2.1.1. Written inventory sheets should accurately reflect changes to packing sheets or additional items taken due to unexpected increased service
 - 1.6.2.2. Meal service counts daily
 - 1.6.2.3. Staff lunch sales daily
 - 1.6.2.4. Scratch pre-order daily
 - 1.6.2.5. Submission of monthly receipts for expenditures
 - 1.6.2.6. Other reports as requested
- 1.6.3. Fulfill daily lunch and breakfast service at one campus
 - 1.6.3.1. [See Operations Details](#)
- 1.6.4. Work with Operations in planning daily scratch and prepackaged meal preparation and inventory for both campuses.
- 1.6.5. Work with students to fulfill daily meal services operations, bread production, and elective course requirements
- 1.6.6. Maintain required certificates and training
- 1.6.7. Stay current on all relevant code and policy for the school nutrition program

1.6.8. Professional Development

- 1.6.8.1. Attend a minimum of once yearly trainings, meetings, conferences and/or sessions on updates to or requirements for relevant school programs

2. Support Staff

2.1. Lead Sous Chef

- 2.1.1. Work with Coordinator and students to fulfill daily lunch and breakfast service at one campus. See Operations Details
 - 2.1.1.1. Manage Weekly Meal Orders:
 - 2.1.1.1.1. Support the development of weekly student meal orders and collect responses
 - 2.1.1.1.2. As needed, place weekly bulk food orders as responses indicate
 - 2.1.1.2. Daily organization and packaging of scratch and prepackaged meal items
 - 2.1.1.2.1. Proper storage of food and kitchen equipment and materials
 - 2.1.1.3. Ensure daily operations are fulfilled at both campuses, including:
 - 2.1.1.3.1. Supervise kitchen staff
 - 2.1.1.3.2. Inform office staff in a timely manner when kitchen staff substitutes are needed.
 - 2.1.1.3.3. Communicate any other issues to Operations Director or School Administration as they arise
 - 2.1.1.3.4. Provide accurate reports to Operations Director including:
 - 2.1.1.3.4.1. Written inventory sheets to accurately reflect changes to packing sheets or additional items taken due to unexpected increased service
 - 2.1.1.3.5. Daily reports:
 - 2.1.1.3.5.1. Meal service counts
 - 2.1.1.3.5.2. Staff lunch sales
 - 2.1.1.3.5.3. Scratch pre-order
 - 2.1.1.3.6. Other reports as requested, including, but not limited to:
 - 2.1.1.3.6.1. Daily temperature logs for food and refrigeration units
 - 2.1.2. Maintain required certificates and training
 - 2.1.3. Stay compliant as directed on all relevant program requirements for school nutrition program

2.2. Food Services Staff (Sous Chef)

- 2.2.1. Work under Head Chef to complete the daily operations including:
 - 2.2.1.1. Daily organization and packaging of scratch and prepackaged meal items
 - 2.2.1.2. Proper storage of food and kitchen equipment and materials
 - 2.2.1.3. Scratch Food preparation
 - 2.2.1.4. Legal requirements are met for physical space and reimbursable meal service

- 2.2.1.5. Follow established regular practices that allow the Grove Lunch program to receive an 'A' rating from county health inspections.
- 2.2.1.6. Fulfill daily lunch and breakfast service at assigned campus
 - 2.2.1.6.1. See Operations Details
- 2.2.1.7. Work with students under Head Chef to complete prepackaged meal preparation and inventory for both campuses.

2.3. Paraprofessionals

- 2.3.1. Participate in lesson planning sessions, and communicate with parents and school officials.
- 2.3.2. Co-teach lessons under the teacher's guidance, lead small groups or individual instruction and discussions, and review classwork.
- 2.3.3. Organize the classroom and teaching materials, monitoring the classroom during lessons, and minimizing distractions and disruptions.
- 2.3.4. Supervise students in and out of the classroom
- 2.3.5. Attend to students' physical, personal, academic, and emotional needs.
- 2.3.6. Help teachers and students with extracurricular activities and school functions
- 2.3.7. Perform clerical duties, such as tracking student attendance, typing, filing, photocopying, and grading tests and homework
- 2.3.8. Ensure the upkeep of educational materials, equipment, and supplies.
- 2.3.9. For 1:1 aides, track students' progress and prepare informal and formal reports for the parents
- 2.3.10. Assist teachers in counseling parents on the requirements and development of their children
- 2.3.11. If assigned: work as a 1:1 aide with a student who has an IEP
- 2.3.12. If assigned: provide high quality campus and student supervision before and after school, during lunch, and passing periods

3. Coordinators

3.1. Athletics

- 3.1.1. Manage nine (9) varsity teams with three (3) teams per season
- 3.1.2. Manage Middle School Sports
- 3.1.3. Manage Coach recruitment, compliance, athlete recruitment
- 3.1.4. Attend relevant trainings

3.2. Communications

- 3.2.1. Write and send out The Weekly- emailed newsletter to education partners
- 3.2.2. Write and send out The Weekly Flyer Roundup
- 3.2.3. Manage school Social Media- Instagram and Facebook to increase communication with educational partners
- 3.2.4. Manage website posts to comply with Brown Act (LCAP, board agendas, etc...) and other pertinent information
- 3.2.5. Manage summer and vacation communications
 - 3.2.5.1. Weekly- monthly in summer
 - 3.2.5.2. Major announcements
 - 3.2.5.3. Reminders

- 3.2.5.4. Events
- 3.2.5.5. Website - content and updates

3.3. School Meals Program Coordinator

- 3.3.1. Coordinate daily operations and employees with Operations Director and Lead Sous Chef:
 - 3.3.1.1. Manage prepackaged and scratch food planning, ordering, stock, and preparation
 - 3.3.1.2. Ensure compliance with National School Lunch program, county health department, and state meal requirements for physical space and reimbursable meal service
 - 3.3.1.3. Communicate any other issues to Operations Director or School Administration as they arise
- 3.3.2. Work with Operations in planning daily scratch and prepackaged meal preparation and inventory for both campuses.
- 3.3.3. Plan and Manage Weekly Meal Orders:
 - 3.3.3.1. Create compliant weekly menus for meal service
 - 3.3.3.2. Create weekly student meal orders and collect responses
 - 3.3.3.3. Place weekly bulk food orders as responses indicate need).
- 3.3.4. Work with students to [fulfill daily meal services operations](#) and elective course requirements
- 3.3.5. Submission of monthly receipts for expenditures
- 3.3.6. Other reports as requested, including, but not limited to:
 - 3.3.6.1. Product Formulation Sheets (recipe sheets with required NSLP data)
 - 3.3.6.2. Weekly NSLP menu reports (as requested by Operations Director)
- 3.3.7. Maintain required certificates and training
- 3.3.8. Stay current on all relevant program requirements for school nutrition program