

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

---

---

<b>TITLE:</b>	Manager, Nutrition Services Procurement & Warehouse	<b>CLASSIFICATION:</b>	Non-Represented Management, Classified
<b>SERIES:</b>	Manager I	<b>FLSA:</b>	Exempt
<b>JOB CLASS:</b>	9766	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services Department	<b>SALARY:</b>	Range 9 Salary Schedule A
<b>REPORTS TO:</b>	Director, Nutrition Services	<b>CABINET APPROVAL:</b>	05-23-19

---

---

**BASIC FUNCTION:**

Under the direction of the Director of Nutrition Services, plan, organize, manage and coordinate procurement activities in the acquisition of food, supplies, and equipment for the Nutrition Services department. Develop, administer, evaluate, and award formal bids and requests for proposals per USDA and CDE regulations. Manage and oversee District's Nutrition Services warehouse operations. Direct, supervise and evaluate the performance of assigned staff.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Develop, implement, and update internal purchasing procedures and processes to assure compliance with USDA and CDE Child Nutrition procurement requirements. **E**

Oversee California Department of Education Child Nutrition procurement administrative reviews. **E**

Oversee and manage all purchases of the Nutrition Services Department to ensure compliance with federal meal program regulations; including School Breakfast Program (SBP), National School Lunch Program (NSLP), Child and Adult Care Food Program (CACFP), At-Risk Supper program, Fresh Fruit and Vegetable Program (FFVP), Afterschool Snack Program (ASSP), and Summer Food Service Program (SFSP). **E**

Provide technical expertise, information, and assistance to assigned staff; assist in the formulation, development, and communication of department policies, procedures, and programs in accordance with state and federal laws and regulations; and advise assigned staff and recommend appropriate corrective action. **E**

Oversee the receipt, examination, and approval of requisitions and payments for Nutrition Services warehouse, supplies, equipment and services; supervise the maintenance of purchasing and payment records. **E**

Oversee inspection of shipments for compliance of purchase order specifications; identify and report shortage, damaged goods, or other discrepancies. **E**

Ensure compliance with USDA buy American guidelines and maintain Domestic Certification documents as required. **E**

Analyze, forecast, and appropriately allocate USDA commodities based on year to date usage, future menu plans, and current trends in school nutrition. **E**

Review and monitor pricing from all Nutrition Services vendors, including food processors to ensure proper discounts are applied through the appropriate value pass through system. **E**

Coordinate USDA food commodity allocations and ordering including monitoring of surplus or bonus offerings. **E**

Monitor and review of Summary End Product Data Schedules, commodity draw downs, and sweeps performed by the CDE. **E**

Allocate entitlement funds from the Department of Defense. **E**

Lead, manage, train, and direct the performance of assigned staff members to ensure successful and timely operations and service to our school sites. **E**

Participate in the interview, selection of new employees; process personnel records; make recommendations concerning staffing; and discipline assigned staff according to District policies, procedures, and bargaining agreements. **E**

Monitor receiving, storage, inventory controls, food safety and sanitation, stock rotation, and warehouse distribution of food and supplies. **E**

Oversee and monitor foodservice warehouse expenses including vehicle and forklift repairs and maintenance and HVAC maintenance and agreements. **E**

Monitor and maintain files of required warehouse fleet vehicle inspections and maintenance per federal safety regulations. **E**

Safeguard all warehouse staff work practices by implementing training programs and communication to increase their knowledge about environmental safety, hygiene and accident prevention. **E**

Monitor food safety of all food products in the supply chain from delivery, transport, and storage; ensure compliance with health, safety and HACCP requirements. **E**

Support the District's Farm to School program by maximizing locally sourced ingredients and farm fresh fruits and vegetables within 250 miles of the District; when practicable, to enhance the taste and quality of our school meals and to support the Farm to Fork efforts of the Sacramento Region. **E**

Communicate with manufacturer and farmer contacts about details of purchasing operations, product specifications, delivery requirements, bids and quotations, and service needs or complaints. **E**

Meet with vendors to identify new menu items; review and analyze product formulation statements and Child Nutrition labels for purchased goods. **E**

Develop and administer complex USDA foodservice bids to include Micro-purchases, Small Purchases (Request for Quotation), Competitive Sealed Bids (Invitation for Bid/Request for Proposal), Non-Competitive quotes (Sole Source), Request for Information (RFI), and addendums as required. **E**

Prepare specifications for advertised bids, analyze and evaluate bids received, and prepare agenda items. **E**

Develop award of bid contracts and make recommendations of contracts awards to the Board of Education. **E**

Analyze, review, and monitor contract pricing and vendor accountability per bid specifications. **E**

Direct the preparation and maintenance of narrative and statistical reports, records, files, and correspondence related to assigned activities and personnel; recommend estimated costs for operational improvements. **E**

Interpret and apply all state, federal, and District board policies related to purchasing, bids, and contracts and Nutrition Services procurement procedures and code of conduct per federal regulations. **E**

Support department's technology infrastructure with development and utilization of various inventory management systems to improve efficiencies and accuracy of our inventory data. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participate in meetings and work groups and support the goals and objectives of the department and the District. **E**

Perform related duties as assigned.

**TRAINING, EDUCATION, AND EXPERIENCE:**

Any combination equivalent to: bachelor's degree in business administration, management, economics or related field. A minimum of three (3) years of experience required in food services procurement and distribution of a high volume restaurant, hotel, hospital food service, or school nutrition program and/or management experience with large scale central production or commissary kitchens.

Substitution: Additional years of qualifying experience may substitute for the required education on a year for year basis.

**LICENSE AND OTHER REQUIREMENTS:**

Hold a current ServSafe Food Manager Certificate; Forklift Operator Certificate; valid California driver's license; proof of automobile insurance; and require at least 10 hours of annual continuing education and training to meet the USDA Professional Standards for School Nutrition Professionals.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

USDA produce specification and grades, including sizing and yields to meet the requirements for ASSP, CACFP, NSLP, SBP, SFSP, FFVP, and At Risk Supper.

USDA commodity food program.

Value pass through systems pertaining to Child Nutrition Programs

Child Nutrition Labeling Program

Principles and practices of effective management and supervision techniques.

Planning and organizational management of inventory and multisite distribution.

Warehousing, distribution, and inventory controls.

Methods of food preparation, sanitation, and safety practices. Multisite food service operations and logistics.

Applicable sections of the California Education Code, USDA, CDE, and other laws, rules, and regulations related to assigned activities.

Reading and writing English communication skills.

Interpersonal skills using tact, patience, and courtesy.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

District organization, operations, policies, and objectives.

Operation of a computer terminal, related software, and other office equipment.

**ABILITY TO:**

- Calculate contributions to the meal pattern based on recipes, product formulation statements and the Food Buying Guide.
- Understand and follow complex oral and written instructions and complete assignments in an independent manner.
- Detail oriented with time management and organizational skills.
- Maintain current knowledge of applicable laws, code, rules and regulations including State Education Code, SCUSD board policies, and bargaining unit contracts related to assigned duties.
- Perform effective public speaking skills.
- Communicate effectively, and maintain cooperative and effective working relationships with others.
- Supervise, evaluate, train, and direct the performance of assigned staff members.
- Analyze situations accurately, and adopt an effective course of action.
- Analyze operational problems, and recommend and implement program improvements.
- Maintain confidentiality as appropriate.
- Operation of a computer and related software to enter data, maintain records, and generate reports.
- Perform arithmetical calculations with speed and accuracy.
- Meet schedule and timelines.
- Plan and organize work.
- Analyze reports, research, and record keeping techniques.
- Compose reports, procedures, and correspondence and written materials independently.
- Work independently with little direction, and meet schedules and timelines.
- Utilize effective leadership skills that work well within a team setting.
- Meet district standards of professional conduct as outlined in Board Policy.
- Lift light objects according to safety regulations.

**SAMPLE ENVIRONMENT:**

Office, kitchen warehouse and school site environments; drive a vehicle to conduct work.

**SAMPLE PHYSICAL ABILITIES:**

Hearing and speaking to exchange information in person and on the telephone; lifting, carrying, pushing, or pulling moderately heavy objects; standing and walking for extended periods of time; dexterity of hands and fingers to operate kitchen equipment and a computer terminal; carrying, pushing, or pulling food trays, carts, materials, and supplies; reaching overhead, above the shoulders and horizontally; seeing to assure proper quantities of food; bending at the waist.

**SAMPLE HAZARDS:**

Exposure to warehouse environment, forklifts, very hot foods, equipment, and metal objects; exposure to sharp knives and slicers; and exposure to cleaning agents and pesticides.

**HEALTH BENEFITS:** District pays a portion of the employee's health benefits with District-offered plans.