

SACRAMENTO CITY UNIFIED SCHOOL DISTRICT
Position Description

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| TITLE: | Nutrition Services Inventory Control Facilitator | CLASSIFICATION: | Classified Non-Management (SEIU-Office Technical) |
| SERIES: | None | FLSA: | Non-Exempt |
| JOB CLASS CODE: | 0770 | WORK YEAR: | 12 Months |
| DEPARTMENT: | Nutrition Services | SALARY: | Range 45 Salary Schedule C |
| REPORTS TO: | Assigned Supervisor | BOARD APPROVAL: | 09-04-08 |
| | | HR REVISION: | 04-27-12 |
| | | HR REVISION: | 08-10-12 |

BASIC FUNCTION:

Perform diverse, specialized duties and assume responsibility for overseeing the Nutrition Services inventory control and food delivery systems; assist in the development of a variety of program menus and special food orders; resolve issues and problems pertaining to inventory, production, order, menu, delivery, and equipment as they arise; respond to emergency situations and exercise independent judgment.

DISTINGUISHING CHARACTERISTICS

This position oversees the food delivery and ordering system by estimating food needs for school sites, placing orders, providing food/materials to sites as needed, and scheduling the delivery of fresh food and supplies; oversees all Nutrition Services inventory; monitors, guides, and provides work direction for the movement and usage of inventory; works closely with manufacturers, suppliers, vendors, Nutrition Services school site staff, Area Supervisors, and the Director to coordinate and expedite the flow of communication, as well as troubleshoot and solve problems as they arise. The person in this position must possess the ability to multitask, concentrate on details, and exercise independent judgment when emergencies arise.

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.)

Estimate or conduct visual inspections for food and supply needs based on product availability, meal counts, menus, and lead time required for delivery of new products for the acquisition and maintenance of an ongoing Nutrition Services Program. **E**

Review menus; calculate and project totals needed; place orders for food, equipment, and supplies; develop vendor files, and maintain records of transactions. **E**

Determine order times and quantities to meet the needs of the program based on manufacturer/supply information; update the perpetual inventory supply availability database as revisions occur; notify appropriate personnel for quantities to order with date required for delivery. **E**

Organize, monitor, and maintain district site inventory stock levels, including perishable and freezer items; coordinate ongoing inventory and control procedures; provide work direction and technical expertise to Nutrition Services staff regarding inventory control and cost; conduct annual inventory. **E**

Monitor and track holidays for scheduled deliveries, such as produce, and notify vendors of revised delivery schedule. **E**

Input all stock orders for delivery from department communication memos; purchase stock directly from the vendor to replenish paper and chemical products; monitor all items ordered for scheduled delivery times; input orders from field sites and information on all items received into inventory; utilize special software program to enter and track food and supply orders. **E**

Reconcile the purchase order, vendor order paperwork, or bid pricing with the delivery; notify the vendor when invoices are not received; verify that the bills concur with the appropriate paperwork; acknowledge receipt of bills for vendor payment; enter data into stock status report. **E**

Coordinate distribution of Nutrition Services inventory and related menu, production orders, and delivery forms; provide work direction to site staff, drivers, and vendor contacts to ensure efficient and effective solutions for identified issues, problems, or concerns. **E**

Contact vendors to investigate complaints regarding overages or shortages, damaged goods, substandard materials, or other discrepancies or problems; communicate with warehouse staff regarding discrepancies; prepare required paperwork to return unsatisfactory items. **E**

Attend vendor meetings to facilitate delivery to sites; drive to warehouse, vendor, or school site locations to pick up or deliver items; review vendor cost estimates, price lists, and contracts. **E**

Prepare and maintain accurate records and reports related to inventory control, purchase, and food delivery according to established guidelines and procedures; prepare special and periodic reports regarding purchasing activities, such as weekly distributor reports regarding product specifications, overages/shortages, etc. **E**

Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer database; operate standard office equipment. **E**

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities. **E**

Provide excellent customer service by establishing positive relationships with district personnel, distributors, suppliers, vendors, representatives from external organizations, and others; demonstrate tact, diplomacy, and sensitivity to individual concerns; respond to phone calls, e-mails, letters, and other communications; lift and carry moderately heavy objects. **E**

Perform related duties as assigned.

TRAINING, EDUCATION, AND EXPERIENCE:

Any combination equivalent to: high school graduation, and three years of food service routing, scheduling, and inventory control experience.

LICENSES AND OTHER REQUIREMENTS:

Hold a valid California driver's license, and provide proof of insurance; willingness to drive a van; employee entrance evaluation (lifting test). Obtain a ServSafe Certificate issued by the National Restaurant Association Educational Foundation within six months of employment. Overall scores in computer software testing program preferred as follows:

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|------------------|-------------------|
| Keyboarding..... | 50 Correct WPM |
| Word..... | 75% Overall Score |
| Excel..... | 75% Overall Score |

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices involved in large-scale nutrition service operations and programs.

Nutrition Services operations, products, and pack sizes.

Inventory control and storage methods, practices, and procedures.

School Nutrition Program regulations including the National School Lunch Program, the School Breakfast Program, the Child and Adult Care Food Program, and the Summer Feeding Program.

Types of meal planning, and acceptable meal patterns for School Nutrition Programs, as well as acceptable substitutions to the menu.

Site-specific storage capacity and programming.

Food service delivery routing, scheduling, and dispatching.

Kitchen operation, food preparation, and ingredients.

Sanitation and safety practices related to food handling.

Report writing/recordkeeping methods and techniques.

Critical thinking skills.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Operation of a computer, related software, and standard office equipment.

Health and safety standards.

ABILITY TO:

Perform the basic function of the position.

Maintain accurate records, inventory, and filing systems.

Learn and follow health, safety, and sanitation regulations.

Communicate effectively with district staff, drivers, vendors, parents, students, and the general public.

Demonstrate tact, diplomacy, and sensitivity to individual concerns.

Work under stressful conditions with numerous interruptions.

Respond to emergency situations, exercising independent thinking and good judgment.

Multi-task, and work independently with little direction.

Understand oral and written directions.

Perform computational tasks with speed and accuracy.

Establish and maintain cooperative and effective working relationships with others.

Establish priorities; schedule and coordinate workflow in peak times.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Operate a computer, related software, and standard office equipment.

Lift and carry moderately heavy objects according to safety regulations.

Meet state and district standards of professional conduct as outlined in Board Policy.

WORKING CONDITIONS:

SAMPLE ENVIRONMENT:

Nutrition Services office or site environment; may be subject to heat from ovens, and cold from walk-in refrigerators and freezers; constant interruptions; drive a vehicle to conduct work.

SAMPLE PHYSICAL ABILITIES:

Hear and speak to exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; see to read and view a computer monitor; lift, carry, push, or pull moderately heavy objects; sit, stand, or walk for extended periods of time; carry, push, or pull food trays, carts, materials, and supplies; reach overhead, above the shoulders, and horizontally; bend at the waist and knees.

SAMPLE HAZARDS:

Occasional exposure to extreme heat and cold.