



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

JOB TITLE:	COORDINATOR EQUIPMENT PROCUREMENT AND FOOD SAFETY
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8084
BARGAINING UNIT:	CLAS

SCOPE OF RESPONSIBILITIES

Assumes responsibility for identifying food service equipment needs to promote maximum quality, efficiency, and productivity. Conducts equipment procurement in compliance with Model Procurement and federal procurement requirements. Assures vendor compliance with bid specifications; establishes and supervises procedures for repair, replacement and disposal of food service equipment. Assumes responsibility for the department's food safety program, ensuring compliance with federal school meal program food safety requirements (HACCP plan) and the Kentucky State Food Code. Establishes food service emergency response procedures and oversees response efforts.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Determines equipment needs of all SCNS kitchen sites including an on-going, projection of equipment repairs and replacements; identifies and coordinates scheduling for such replacements/repairs and installations

Assumes responsibility for purchasing large and small equipment through formulation of specifications, appropriate equipment testing, evaluation of bids, and awarding of bids in compliance with model procurement code, federal procurement requirements, and all associated account and billing procedures

Assumes responsibility for designing kitchen layouts, for new and remodeled kitchens, with consideration to time/motion productivity, including determination of equipment needs, formulation of specifications, and coordination with project architect to ensure timely and correct installation of equipment

Maintains computerized perpetual inventory of all equipment by recording acquisitions dispositions and transfers

Maintains school site HACCP plan as mandated by the USDA; reviews and updates as required

Oversees delivery and material used for required employee food safety certification

Responds to complaints regarding food safety/foodborne illness and make necessary reports to local agencies

Monitors temperature of all SCNS refrigeration units via a wireless based temperature monitoring system 24 hours a day and seven days a week; manages emergency call outs when necessary

Oversees emergency response involving the kitchen and maintains emergency response written procedures

Manages external agency that provides safety and sanitation audits and reviews reports to address non-compliance issues

Assists with writing recipes to ensure cooking instructions are HACCP compliant

Evaluates staff as assigned

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 primarily sedentary. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes, and gases.

MINIMUM QUALIFICATIONS
Bachelor's degree
Five (5) years of successful food service equipment experience
Food Safety Certified by a nationally recognized organization
Ability to read blueprints
Ability to operate computer-equipment
Supervisory skills
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Master's Degree
Successful School Food Service experience
Experience in a 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.