



REVISED:
03/30/2015

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| JOB TITLE: | COORDINATOR FOOD PROCUREMENT |
| DIVISION | OPERATIONS SERVICES |
| SALARY SCHEDULE/GRADE: | II, GRADE 7 |
| WORK YEAR: | 260 DAYS |
| FLSA STATUS: | EXEMPT |
| JOB CLASS CODE: | 8086 |
| BARGAINING UNIT: | CLAS |

SCOPE OF RESPONSIBILITIES

Administers department's food procurement program including USDA Foods, purchased foods and supplies and assures compliance with applicable local, state and federal procurement regulations.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

Supervises the purchasing of proper types and quantities of food and supplies to meet program needs and ensures compliance with the Model Procurement Code

Acts as Kentucky Department of Agriculture liaison for receipt and distribution of USDA Foods to ensure compliance with Federal regulations

Communicates with food suppliers and manufacturers regarding purchasing and product issues to ensure product quality and availability

Formulates and maintains product specifications for all foods and supplies used in the program

Prepares and evaluates bids and distributes bid awards

Works closely with warehouse personnel to coordinate product warehousing, including continual evaluation of the process and stock levels

Maintains software programs applicable to food and supplies procured

Supervises direct quality control program for the service sites to continually assess product quality

Responsible for disseminating updates on bid information and monitoring food usage

Supervises operation of Nutrition Service Center in the absence of the Manager Nutrition Service Center

Performs other duties as assigned by supervisor

PHYSICAL DEMANDS

The work is primarily sedentary. The work requires the use of hands for simple grasping, pushing and pulling of arm controls, 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 in Nutrition, Food Management, Dietetics or Business

Three (3) years successful managerial experience in institutional food service programs

Ability to communicate professionally

Valid driver's license

Effective communication skills

DESIRABLE QUALIFICATIONS

Professional training in the food service area

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| Knowledge of policies and procedures of the school district |
| Instructional experience |
| SNA Certification or SNS Credential |