JOB TITLE:	COORDINATOR FOOD PROCUREMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	260 DAYS
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8093
BARGAINING UNIT:	CLAS

REVISED:
03/30/2015

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
Effective communication skills
Valid driver's license

DESIRABLE QUALIFICATIONS
Professional training in the food service area
Knowledge of policies and procedures of the school district

Instructional experience
SNA Certification or SNS Credential