



NEW: 08/07/2019  
 Submitted: 08/06/2019

JOB TITLE:	COORDINATOR FOOD PROCUREMENT
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	II, GRADE 7
WORK YEAR:	AS APPROVED BY THE BOARD
FLSA STATUS:	EXEMPT
JOB CLASS CODE:	8093
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
- Assumes responsibility 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
- 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, 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 District
Instructional experience
SNA Certification or SNS Credential
Experience in a diverse workplace