



NEW: 07/01/2024
 Submitted: 03/26/2024

JOB TITLE:	TECHNICIAN INVENTORY DATA NUTRITION SERVICES
DIVISION	OPERATIONS
SALARY SCHEDULE/GRADE:	IA, GRADE 8
WORK YEAR:	AS APPROVED BY BOARD
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8624
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Assumes responsibility for technical and specialized clerical duties requiring advanced application of various complex work methods and procedures. Assists in the performance of the basic activities of the procurement process. Responsible for placing and tracking orders for the Nutrition Service Center warehouse and central kitchen. Tracks bid samples. Maintains data of inventory system and assists in training. Tracks invoice payments and ensures accurate and timely payments to vendors. Assists in expense analysis as it relates to food and supplies.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Responsible for preparing complex data sets/reports for inventory and expense tracking
- Responsible for maintaining appropriate stock levels of all warehoused item in coordination with the Coordinator Warehouse and Transportation
- Assists with monitoring and tracking of purchase orders and expenses
- Validates invoices applicable to purchase orders and bid contracts
- Responsible for receiving NSC inventory in MUNIS and forwarding invoices to Accounts Payable for prompt processing
- Communicates with vendors concerning orders, specifications, and deliveries
- Maintains inventory data base including but not limited to item set up, site changes, price contracts, bid information, and test databases
- Tracks and troubleshoots data issues
- Receives and tracks bid samples
- Creates customized or specialized data sets or reports to meet department needs
- Maintains records related to performance responsibilities
- Completes all trainings and other compliance requirements as assigned and by the designated deadline
- Performs other duties as assigned by supervisor
- Regular, predictable performance is required for all performance responsibilities
- This position requires reporting to the required JCPS worksite for collaboration, customer support, and team interaction

PHYSICAL DEMANDS

This work is completed in an office, school-based and outside setting. This position has both inside and outside environmental conditions, where protection from weather conditions is maintained while working inside. There are no protections from temperature changes or atmospheric conditions either inside or outside of the work location.

This position requires the following physical activities rarely (up to 25% of the workweek): balancing. The following physical activities are required occasionally (up to 50% of the workweek): crawling, driving, kneeling, lifting up to 50 lbs., pulling up to 50 lbs., and pushing up to 50 lbs. Bending, climbing, crouching, feeling, grasping, reaching, standing, and walking are required frequently (up to 75% of the workweek). Hearing, repetitive motions, talking, and visual acuity are required constantly (up to 100% of the workweek).

MINIMUM QUALIFICATIONS

High School Diploma or G.E.D

Two (2) years of data processing experience

Two (2) years of clerical experience

DESIRABLE QUALIFICATIONS

Knowledge of policies and procedures of the district

Associates Degree in related field

Experience in a diverse workplace