

TITLE School Nutrition - Assistant (Area of Procurement)

- Qualifications**
1. Not less than a high school diploma or general equivalency diploma;
 2. Level IV SNA Certificate in School Nutrition;
 3. Minimum of five years of experience in School Nutrition with some experience with School Nutrition Procurement, and
 4. Meets health and physical requirements throughout the employment period.

Primary Purposes

- To assist the Director of School Nutrition in providing each student with nutritious food in a clean and caring atmosphere.
- To assist the Director of School Nutrition in procuring food, supplies, equipment, services, and USDA commodities for food and nutrition operations; prepares formal bids, contracts, quotations, and USDA commodity orders.

Major Responsibilities and Duties

1. Procure food, supplies, equipment, materials, services, and USDA commodities from suppliers through new contracts, competitive bids or existing contracts.
2. Prepare and evaluate specifications, solicitations, requests for proposals, and quotes for food, equipment, and supplies; research vendors, optimum pricing, products, and services.
3. Obtain verbal or written quotations for all items not subject to the bidding process; determine quantities to order, select appropriate vendor, and verify compliance with specifications.
4. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation and history.
5. Evaluate and monitor contract performance to ensure compliance with contracted obligations.
6. Identify and maintain lists of vendors and sources of supply for goods and services.
7. Review procurement documents for accuracy, completeness, and compliance with Department standards.
8. Attend meetings, workshops, conferences, vendor shows, and seminars to maintain current knowledge of trends and program regulations; coordinate special projects as required.
9. Manage bid documents including preparing bid documents, opening & awarding bid documents, prepare bids for school use, managing and updating specification sheets for all food items procured.
10. Assist in the menu preparations for the school district insuring that menus meet USDA nutrition standards. Maintain monthly menus and website posting.
11. Participate in USDA Foods forecasting, planning and distribution.

12. Assist managers with food orders and tracking of inventory, overseeing inventory control and keeping required records.
13. Assist in keeping ingredient, recipe and menu information current in menu planning software.
14. Assist with pricing and ala carte offerings including checking all offerings in the Smart Snack Calculator.
15. Assist in the development and implementation of department planning, procedures, long and short-range objectives, and goals for School Nutrition.
16. Assist with accurate preparation and timely filing of all reports, records, and documentation required for the School Nutrition Program.
17. Assist in processing and maintaining student and meal data, including free/reduced price meal applications.
18. Assist with annual verification of free/reduced price meal applications as required by USDA; assist with CEP eligibility and reporting.
19. Assist in planning, developing and conducting in-service trainings.
20. Compile data for and prepares various financial reports, performs financial data analysis required to effectively evaluate and improve the School Nutrition program.
21. Maintain current knowledge of food and nutrition procurement laws, rules, and regulations.
22. Must be able to multi-task and work independently with little direction.
23. Comply with regulations of USDA and Tennessee Department of Education.
24. Perform other duties as assigned by the School Nutrition Director

Special Knowledge/Skills

- Knowledge of federal, state and local laws, regulations, policies and best practices in areas of food service management, menu planning, food purchasing, and preparation of foods in food service environment.
- Ability to develop bid specifications.
- Knowledge of food service standards including menu planning, food preparation, portion control, serving procedures, and sanitation practices.
- Utilizes knowledge of USDA regulations and guidelines to ensure compliance with areas such as Free and Reduced Price Meal Process, Purchasing Practices, School Meals Initiative, National School Breakfast Program, National School Lunch Program, and USDA Foods Program.

Demands of the Position

This position requires specialized knowledge of the following:

- Food service and USDA commodity purchasing principles, practices, and procedures.
- Type and source of supplies, materials, and equipment commonly used in food and nutrition.
- Sanitation and safety practices related to food handling.
- Quantity purchasing techniques and regulations.
- Applicable laws, rules, and regulations related to school food procurement activities.
- Markets and methods of invoicing, including prices, discounts and rebates.
- Operation of a computer and assigned software.
- Vendors, brokers, wholesale houses, and other sources of supplies.
- Bid preparation procedures and specification requirements.
- Record-keeping practices and procedures related to purchasing functions.
- Interpersonal skills using tact, patience, and courtesy.
- Health and safety standards.

While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties include moderate standing, stooping, bending, lifting and possibly transporting up to 25 pounds.

Frequent district-wide travel; occasional prolonged and irregular hours.

Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner.

Vocational Preparation

The required vocational preparation may come from any of the following:

1. Vocational education
2. Apprentice training
3. On-the-job training
4. Essential experience

Temperament (Personal Traits)

1. Adaptability to performing a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure.
2. Adaptability to accepting responsibility for the direction, control, or planning of an activity.
3. Adaptability to dealing with people.
4. Adaptability to making generalizations, evaluations, or decisions based on sensory or judgmental criteria.

Capacity and Ability Requirements

Specific capacities and abilities may be required of an individual in order to learn or perform adequately a task or job duty.

1. Intelligence: The ability to understand instructions and underlying principles. Ability to reason and make judgments.
2. Verbal: Ability to understand meanings of words and the ideas associated with them.
3. Manual Dexterity: Ability to move hands easily and manipulate small objects with the fingers.
4. Color Discrimination: The ability to perceive or recognize similarities or differences in colors or shades or other values of the same color.
5. Attendance: A regular and dependable level of attendance is an essential function for this position.

Direct Supervision

Reports directly to the Director - School Nutrition

Work Conditions

Anticipate to be needed for a maximum of 720 hours in the calendar year. Is not expected to work more than forty (40) hours in any work week.

NON-EXEMPT from the requirements of the *Fair Labor Standards Act* in regard to earning (and being appropriately paid) time and a half for all work over forty hours in the defined work week (defined as Sunday 12:00 a.m. to the following Saturday at 11:59 p.m.).

General Requirements

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be a complete list of responsibilities, duties and skills required of personnel so assigned.

Evaluation

Performance on this job will be evaluated in accordance with administrative regulations on evaluation of personnel.