**Child Nutrition Inventory Specialist**

**Employee Name (Print): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Reports To:**  Assistant Director of Child Nutrition / Coordinator of Procurement and Inventory

**Dept/Campus:** Child Nutrition Dept. **Paygrade:** 206

**Wage/Hour Status:** Nonexempt **Date Revised:** June 2022

**This job description reflects management’s assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.**

**PRIMARY PURPOSE:**

Assist in the procurement and inventory of food service supplies and equipment for the district.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or GED

**Special Knowledge/Skills:**

Proficient skills in typing, word processing, and file maintenance

Proficient in Excel, NutriKids Inventory, Menu, POS

Effective interpersonal skills

Ability to perform basic math calculations

Calm and patient demeanor with staff, students and public

Knowledge of methods materials, equipment and appliances used in food preparation

Customer service via phone, email, professional cell phone text etiquette

**Experience:**

One to three years experience in a foodservice environment

**MAJOR RESPONSIBILITIES AND DUTIES:**

1. Assist in purchasing supplies and equipment for the Food service department by competitive bidding, informal quotations, and negotiations following established district criteria and state purchasing rules, as directed by the Coordinator of Procurement and Inventory.
2. Maintain accurate physical inventory of food service items, with minimal warehouse stock.
3. Receive and inventory all warehouse shipments; Federal commodities, keeping Coordinator of Procurement and Inventory informed of inventory.
4. Prepare correspondence, forms, manuals, reports, purchase orders, and payment authorizations using personal computer or typewriter, as directed.
5. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions.
6. Act as substitute for food service positions when necessary.
7. Assist in planning of monthly menus, effectively using commodities and inventory.
8. Assist with planning, preparing and serving catering functions.
9. Responsible for overseeing orderly storage of products in compliance with state and federal regulations and rotation of inventory.
10. Responsible for monitoring food inventories in each foodservice unit, assisting managers with requisitions to help utilize the surplus.
11. Responsible for monitoring individual school requisitions from warehouse and contacting managers regarding over and under ordering.
12. Responsible for verifying or submitting all school bread and produce orders in a timely manner each week and monitoring distribution of all produce to individual schools, utilizing any overage. Including but not limited to communicating with schools to ensure order entry is complete by all schools.
13. Responsible for maintaining accurate record of all after school snacks and assuring that snacks are delivered in a timely manner and are in compliance with TDA regulations.
14. Assure that food items for production needs are delivered to each campus in a timely manner, minimum one week prior.
15. Responsible for overseeing that all foods leave the warehouse in a condition that assures safety and quality.
16. Responsible for on-site monitoring of individual school inventory and assisting managers in utilizing excess inventory.
17. Ensure that all food and snack items meet the School Nutrition Policy guidelines established by TDA.
18. Maintain positive working relationships.

**EQUIPMENT USED:**

#### Personal computer, typewriter, printer, fax, copier, and calculator, convection ovens, steam kettles, deep fryers, large mixers, mechanical slicers, cooking utensils, and other kitchen equipment

**WORKING CONDITIONS:**

**The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations will be made if necessary:**

**Mental Demands:**

Maintain emotional control under stress

**Physical Demands:**

Stand and walk short distances most of working day; stoop, reach for, and lift food supplies and equipment; must pass health department examination; moderate exposure to extreme hot and/or cold temperatures; exposure to chemicals used in cleaning, sanitizing and pest control; required wearing of back support belt while on duty; hazards include cuts from utensils, burns from hot foods and equipment as well as falls due to wet floors; must be willing to work evenings, weekends, and holidays to assure that scheduled events have adequate personnel

The foregoing statements describe the general purpose and responsibilities assigned to this job, and are not an exhaustive list of all responsibilities, duties and skills that may be required.

Employee Date

Supervisor Date