

Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title:	Inventory Management Specialist - Nutrition Services
Pay Table:	Support
Pay Grade:	10
FLSA Status:	Non-Exempt
Job Code:	789
Reports to:	Director of Nutrition Services

JOB SUMMARY

Under the general supervision of the Nutrition Services Director, the Inventory Management Specialist coordinates the purchasing and inventory management of food products, supplies and equipment for the Nutrition Services Department. Responsibilities include obtaining bids and quotes for purchases under \$25,000, receiving food and equipment for the Nutrition Services warehouse, tracking the inventory, and working with various vendors, brokers and manufacturers of food and equipment. The position makes purchases for the department with the district purchasing card, generates purchase orders, and works with the Purchasing Department to coordinate large purchases.

ESSENTIAL JOB FUNCTIONS

- Process departmental purchase orders and receiving /invoice documentation for food and supplies for the Nutrition Services department.
- Coordinate the purchase of food, materials, equipment, supplies, and services in accordance with prescribed purchasing regulations and procedures
- Obtain purchasing quotes for items under \$25,000. Ensure that all data requirements are met.
- Communicate with the vendor community to ensure fairness and transparency in award decisions.
- Perform purchasing tasks in compliance with district and state procurement laws, rules, policies, procedures and procurement best practices. Maintain all relevant documentation.
- Investigate and develop sources of supplies, prepare bid specifications, issue bid requests, and review quotes.
- Identify and select vendors to procure requisitioned commodities, meeting criteria such as price, quantity, quality, and delivery date.
- Place orders for inventory items in accordance with existing state and district contracts. Utilize district purchasing card when applicable to make purchases. Maintain all documentation related to the orders.
- Expedite the timely receipt of purchased goods. Track delivery due dates. Proactively

follow up with vendors to ensure that products ship and are delivered on time.

- Coordinate space requirements and storage planning with the Distribution Warehouse and assist in the resolution of shipping errors and damage.
- Verify that delivered items are properly received in the district's financial system. Ensure that conflicts between purchase orders and invoice documents are resolved with the vendor and coordinated with the Accounts Payable department prior to the payment of invoices.
- Maintain optimal inventory levels based on system parameters, forecasts, and economic conditions.
- Make sure that products are located and stored correctly and that the Nutrition Services warehouse and coolers/freezers are ready for yearly inventory. Assist district auditing personnel with conducting inventory of products.
- Maintain and update product listings in the Nutrition Services warehouse catalog including descriptions, part numbers, and other descriptive and important data.
- Coordinate the addition, deletion, or replacement of contract items with the Purchasing Department's contract administrators and inform them of problems with vendors and services.
- Responsible for the ordering and tracking of USDA commodities purchased on the yearly order. Work with the State of Utah Child Nutrition Dept. to ensure that products ordered were received and in the correct quantities requested. Monitor commodity products throughout the year to ensure proper tracking of USDA items.
- Track USDA commodities from outside districts and charter schools for processing at the Cook Chill Facility. Send out monthly reports to them.
- Oversee taste testing of all new products. Assure that proper procedures are followed during the taste testing.
- Collect nutritional and pricing information on products tested.
- Attend meetings and conferences for the Nutrition Services Department put on by the State of Utah. Meet with manufacturers and brokers to stay updated on new products and services.
- Attend food shows put on by the School Nutrition Association, Utah Child Nutrition Office and local distributors.

MINIMUM REQUIREMENTS

- High School diploma or equivalent.
- Two (2) years of experience related to the above tasks, knowledge, skills and abilities or an equivalent combination of education and experience.
- Food handler's permit may be required.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read, write and perform basic mathematical calculations.
- Proficiency in use of computer, including word processing, spreadsheets, e-mail, internet and district programs.
- Ability to use small office equipment.
- Ability to demonstrate excellent interpersonal skills.

PHYSICAL DEMANDS

Light work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects, including the human body. The

work also requires the following physical abilities in order to perform the essential job functions: feeling, fingering, grasping, handling, hearing, mental acuity, reaching, repetitive motion, speaking, talking, visual acuity and walking.

WORKING CONDITIONS

Employees in this position work in a dynamic environment that requires them to be sensitive to change and responsive to changing goals, priorities and needs.

The Davis School District has the right to revise this position description at any time.