

ST. TAMMANY PARISH SCHOOL BOARD
Department of Human Resources
Job Description

TITLE: Food Services Procurement Manager (FLSA Status: Exempt)

MINIMUM QUALIFICATIONS:

1. U. S. Citizen or authorized alien.
2. High school diploma or its equivalent
3. Three (3) years experience in Child Nutrition Programs or related field.
4. Ability to effectively and positively communicate with vendors, food services staff, and administration.
5. Knowledge of or ability to learn applicable laws, rules, and regulations related to school food procurement.
6. Knowledge of or ability to learn to navigate school food services software including point of service, recipes, inventory, production, and reports.
7. Exceptional computer skills, including Microsoft Office with emphasis in spreadsheets.

REPORTS TO: Director of Food Services

SUPERVISES: Food Services Maintenance Personnel

JOB GOAL: To perform all aspects of procuring food, supplies, equipment, services, and USDA commodities for food and nutrition operations; prepare bids, contracts, quotes, and USDA commodity orders; accurately and efficiently prepare invoices for payments.

ESSENTIAL JOB FUNCTIONS:

1. Procure food, supplies, equipment, and services from suppliers through new or existing contracts, competitive bids, requests for proposal, and quotes.
2. Prepare formal bids, contracts, quotations, and commodity orders.
3. Coordinate with brokers/vendors to product test new food, supplies, and equipment.
4. Evaluate and monitor bid/contract performance to ensure compliance, resolving inconsistencies as needed.
5. Identify and maintain lists of vendors and sources of supply for goods, services, and warranty equipment repair.
6. Maintain a variety of reports, records, and files, including vendor catalogs, brochures, bid expiration log, purchasing calendar, and Material Safety Data Sheets.
7. Maintain and update records of nutritionals for all food items, recipes, and menus.
8. Evaluate for accuracy and prepare all vendor invoices for payment.
9. Monitor school site inventory and review school site orders for accuracy.
10. Maintain thorough records of procurement processes.

ADDITIONAL DUTIES AND RESPONSIBILITIES: Other related duties as assigned by appropriate authority.

PHYSICAL DEMANDS:

1. Possesses physical skills and stamina to perform job responsibilities.
2. Physical demands include standing, walking, sitting for prolong periods of time, bending, reaching, lifting items such as file folders, etc.

TERMS OF EMPLOYMENT: Twelve (12) months per year; salary in accordance with current salary schedule for Management Pay Grade Classification F-01. Salary to be paid from Food Service Budget.

ACCOUNTABILITY: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.

The Superintendent reserves the right to review, revise, update, or change the job and any/all duties due to changes in job content, organizational structure, or state or federal laws.

Approved by: _____

Date: _____

Reviewed and Agreed to by: _____
(Employee)

Date: _____

Employee Name (Please Print)

Employee Identification Number