



Job Description

POSITION CODE: 710
Classified Group: CSEA
Salary Range: 25
Work Days: 261
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POSITION TITLE: Nutrition Services Inventory Control Technician

DEFINITION: Under general supervision, conducts, coordinates, and maintains an accurate inventory of food and supplies for Nutrition Services central distribution; enters receipts and distribution of food products and supplies; assists with the purchase and distribution of these supplies.

DIRECTLY RESPONSIBLE TO: Nutrition Services Warehouse Supervisor

SUPERVISION OVER: N/A

DUTIES AND RESPONSIBILITIES: (Any one position may not include all duties listed; the listed examples do not include all duties and responsibilities which may be found in positions within this classification.)

1. Estimates need for food and food services' supplies based on participation, menus and lead time required for delivery of new products for the acquisition and maintenance of an on-going food services program.
2. Performs work involving the use of a computer, appropriate software packages, and other office equipment.
3. Based on manufacturer/supply information, determines order times and quantities to meet department needs.
4. Notifies appropriate personnel of quantities to order with date required for delivery.
5. Inputs orders for food and supplies.
6. Maintains information on all items received into inventory.
7. May prepare purchase requisitions and/or vendor order paperwork.
8. May place orders by telephone, fax, or online.
9. Monitors all items ordered for scheduled delivery times.
10. Verifies correct price of inventory received against purchase order and/or vendor order paperwork; enters data into stock status report.
11. Using the master menu and participation information, tabulates the daily quantities of food and supplies ordered by the sites and makes adjustments, as needed, based on prior usage and/or projected need for actual items distributed.
12. Records stock items to be released to district warehouse for distribution to sites.
13. Develops a food inventory sheet for each driver, with stock item totals and a delivery and/or pick up list for each location.
14. Updates supply availability information in the master menu file/database as changes occur.
15. Updates pricing on stock status report.
16. Performs inventory audits of food and supplies.
17. Compiles and prepares a variety of statistical and informational reports.
18. Maintains files and records.
19. May compose and type letters, memos, reports, purchase orders, lists, and other materials.
20. May assist with the distribution of supplies.
21. Communicates with department staff, vendors, and other outside agencies to exchange information and resolve issues or concerns.
22. Performs related work as required.

QUALIFICATIONS:

Education and Experience:

Any combination of training, education or experience which demonstrates the ability to perform the duties of the position; experience in inventory control, warehouse operations, or food service operations.

Licenses and Certificates:

- Valid California Class C Driver's License issued by the California Department of Motor Vehicles within 30 days of hire or before driving any vehicle requiring the license

Knowledge, Skills, and Abilities:

- Knowledge of food service operations, products, and pack sizes
- Knowledge of food service inventory and storage procedures
- Knowledge and skill in use of computers and assorted software programs
- Ability to apply mathematical concepts including the use of fractions
- Ability to input, manipulate, and retrieve information on a computer
- Ability to set up and maintain recordkeeping systems
- Ability to anticipate needs and establish priorities
- Ability to follow verbal and written instructions with minimal direction
- Ability to establish and maintain effective relationships with those contacted in the course of work
- Ability to communicate effectively both verbally and in writing with administrators, staff, outside vendors, and the community
- Ability to maintain consistent, punctual and regular attendance

WORKING CONDITIONS:

Work Environment:

- Indoor office environment
- Warehouse environment
- Continuous contact with staff and vendor representatives
- May drive a vehicle to conduct work
- Seasonal hot/cold weather

Typical Physical Characteristics: (with or without the use of aids; consideration will be given to reasonable accommodation)

- Communicate to exchange information in person, in small groups, and on the telephone
- Transport, move, retrieve, and store supplies weighing up to 20 pounds
- Inspect documents and other written materials with fine print
- Operate tools and office equipment requiring repetitive hand movement and fine coordination
- Remain in a stationary position for extended periods of time
- Move about the kitchen, warehouse, and facilities to conduct work

Hazards:

- Exposure to machinery with moving parts
- Exposure to fumes and dust
- Exposure to extreme cold, extreme heat, and wet conditions

Nutrition Services Inventory Technician

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This job description is not a complete statement of essential functions and responsibilities. The district retains the discretion to add or change typical duties of a position at any time.

Board Approved:	8/9/2017
Adopted:	6/1/1972
Revised:	10/11/1997
Revised:	1/3/2017