Job Description
MOORE PUBLIC SCHOOLS

Job Title: Child Nutrition Procurement/Distribution Manager

Qualifications:

Credentials: Valid Oklahoma Drivers License and acceptable driving record. Food Service purchasing experience preferred. At least one year at the school district is preferred. At least two years of related experience and/or training in warehouse management, distribution, procurement and accounting of foods, goods, and supplies. Knowledge of food stock rotation and shelf life for perishable is essential in accordance with USDA standards.

Education: High School diploma. Minimum three (3) years institutional food service experience required. Must possess computer skills and be proficient in Microsoft Office and Excel.

Special Skills, Knowledge, Abilities:

Communication Skills (oral, written, or business): Basic communication skills to exchange information give/receive simple instructions and respond to inquiries. Includes filling out forms. In addition to above, composes correspondence; trains and directs others and provides complex instructions; conducts interviews.

Data Recording/Record Keeping: Performs data recording/record keeping operations requiring logging, filing or posting multi entry items by computer.

Mathematical Skills: Performs routine computations requiring knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardizations exist. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Reading and Interpreting: Reads and interprets routine written or printed materials such as basic charts, invoices, billing/shipping material, or instruction material.

Business Machines: Computers, copiers, etc.): Uses business machines that can be easily learned from simple manuals or simple verbal instructions.

Tools and Equipment Usage: Uses tools or equipment in a manner requiring some training or instruction.

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Site: Warehouse

Report To: Director of Child Nutrition or designee

Job Goal (Purpose of Position): Performs skilled and procurement/foreman level duties under limited supervision to direct the operations of the food supply warehouse and procurement in such a way as to provide the best possible service to the district while maintaining accurate records, reports and inventories.

An incumbent in this position will follow generally standardized operating policies and procedures. However, due to the variety of decisions, must use discretion, ingenuity and independent judgment.

Contact with Others: An incumbent in this position has regular contact by telephone or in-person with the public (vendors) to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action. An employee must learn how to deal with impatient customers and vendors effectively.

Other Performance Measures:

Successful performance of the job requires good customer service/people skills to order food products, equipment and supplies at the best bid price and to service departmental needs. It requires following the bidding process, as well as safety guidelines and policies to avoid injury and accident. It requires promulgating and ensuring employees adhere to school dress standards, proper attendance or leave policies, and other work-habits concerns. Initiative and effective problem solving are critical to the success of the position.

Essential Job Functions: Warehouse

1. Oversees the operation of the food warehouse.

2. Assigns jobs and supervises food warehouse employees.

3. Establishes and maintains effective procedures for inventory control and distribution of food supplies to each kitchen in the district.

4. Maintains effective equipment inventory and works with the Property Acct Specialist to ensure accurate inventory.

5. Maintains records of all equipment repairs and contact repair companies in a timely manner.

6. Keeps records to document the receipt, delivery, disposal and inventory of all foods.
7. Monitor the walk-in coolers and walk-in freezers buy using SmartTemps.
8. Responsible for the rotation of all stock to insure the oldest stock is used first.
9. Responsible for having all kitchens ready for school each year.
10. Performs other duties as assigned by the Director of Child Nutrition.

Essential Job Functions: Procurement

1. Prepare and send out semester/yearly bids request for food, equipment and supplies.
2. Tabulate bid responses and prepare reports for purchasing recommendations.
3. Ensure all bid specifications are reviewed by the district purchasing agent.
4. Enforce bid specifications.
5. Receive bids and processes data.
6. Evaluate all phases of bids. (Consult with Director on final decisions)
7. Tabulates bids, informs vendors of awarded bid items.
8. Assist vendors and general public with information concerning procurement procedures.
9. Follow district policies regarding purchasing
10. Assists and contributes to the development of the district's annual commodity forecast, food and supply bids.
11. Assist the Director in implementing a cost-effective procurement system which includes developing bidding and purchasing guidelines to ensure purchased food and supplies reflect product knowledge, student preferences, department needs, policies and nutritional and financial objectives.
12. Prepare, analyzes, and submit Commodity Planned Assistance Level Surveys.
13. Performs such other tasks as may be assigned by the Child Nutrition Director.

Supervision exercised: An incumbent serves as supervisor to a small staff of employees, responsible for training, assigning and reviewing work, as well as performing similar work. Has additional responsibility of performance evaluation and may assist with discipline, and other such responsibilities.

Physical/Mental Requirements and Working Conditions: Due to the nature of the task and the availability of job restructuring, some of these physical requirements may have to be reviewed on a case by case basis.

In a work day, the employee must stand/walk 6-7 hours per day. Employee's job requires frequent bending/stooping; occasional squatting/crouching; occasional crawling/kneeling; frequent reaching above shoulder; and frequent pushing/pulling.

Employee's job requires frequent carrying/lifting of up to 50 pounds, occasional carrying/lifting of up to 100 pounds in order to fill orders, complete transfer requests, and stock shelves with equipment and furniture, supplies and parts.

Job requires employee to use both feet for repetitive movements; use both hands for such repetitive actions requiring simple to firm grasping and/or fine manipulation.

Employee must possess manual dexterity/visual ability to oversee all phases of the warehouse operation; read and understand orders and locate merchandise and repair equipment.

Employee must possess hearing/speaking ability to communicate by phone to vendors/suppliers and to employees and other callers/customers. Must be able to give instructions and directives and explain procedures and job functions. Employee must have mental requirement to handle stress of the job, supervise employees and handle/solve problems.

Employee's job requires working on unprotected heights; Use of/close to machinery; working in the outdoors with temperature changes; driving motorized equipment; exposure to dust, fumes, gases, and to cold/freezer. Must use safety precaution in handling certain items.

TERMS OF EMPLOYMENT:	261 days per year
SALARY:	Category G
EVALUATION:	Performance of this job will be evaluated in accordance with the provisions of Board Policy.

Approved 11-13-12
Revised 5-11-15