Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title:	**Child Nutrition Supply Coordinator**	FLSA Status:	**Non-Exempt**
Job Family:	**Classified – Child Nutrition**	Pay Range:	**CN45H**
Prepared/Revised Date:	**November 1, 2025**	Job Code:	**50125**

SUMMARY: Responsible for accounting and purchasing functions for Child Nutrition Department including ordering, billing, tracking, reporting and maintaining financial data. Monitor, review and coordinate purchases, inventory and financial transactions. Ensure accurate and cost-effective management of department accounting and purchasing. Assist with various office and department duties as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Frequency of duties, percent of time and work year may vary based on department or building assignment. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties as assigned by the supervisor.*

1. Review, track, balance and report on expenses and revenues of department accounting including transfers and rebates for individual kitchens and the department. Provide customer support for purchases and resolve issues. Ensure internal and external department charges are verified and correct by communicating with department and vendors as needed. Create, compile, balance and review general ledger and monthly reports to ensure accuracy of warehouse and department budget and finances. Work with internal and external auditors as needed.
2. Review, identify and report physical inventory levels at warehouse and kitchen locations. Research products for specifications, pricing and availability. Consolidate and place orders for department needs including food and non-food products. Coordinate orders and deliveries with vendors. Assist warehouse team with checking product quality and quantity when deliveries are received. Forecast orders and inventory levels.
3. Invoice and ensure accuracy of data entry and reconciling department purchasing cards. Verify, track, communicate and pay vendor (internal PSD and external) invoices for department. Assist with processing and accounting of reimbursement claims.
4. Verify, maintain, and communicate that vendor and USDA commodity usage meets all contract, bid and department requirements. Track, monitor and communicate price changes to ensure effective cost control measures and competitive market pricing.
5. Receive, place, coordinate, track, bill and communicate catering, grants and other program purchases and orders of food and non-food by other departments and external organizations.
6. Attend department and district meetings as required.
7. Train kitchen staff on department ordering and inventory systems and processes as needed.
8. Perform other duties as assigned.

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of GED or equivalent vocational school or short-term courses in Finance or Accounting
- More than two years and up to and including three years of experience in Finance or Accounting
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Valid US driver's license

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math and accounting skills
- Customer service skills
- Critical thinking and problem-solving skills
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple priorities
- Ability to manage multiple tasks with frequent interruptions
- Ability to develop intricate budgets and perform detailed analysis of budgets
- Ability to effectively communicate with staff members, district employees and community members
- Ability to be a part of and work with a team
- Knowledge of USDA, CDE, and PSD accounting regulations
- Knowledge of accounting, finance, inventory management, forecasting and planning
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of and experience with Microsoft Office and/or other department software packages
- Operating knowledge of and experience with standard office equipment, such as telephones, copier, email, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Reports to:	Child Nutrition Services Supervisor	
Direct reports:	This job has no direct supervisory responsibilities.	

STANDARD PHYSICAL DEMANDS & WORKING CONDITIONS: *Poudre School District is committed to the full inclusion of all qualified individuals. As part of this commitment, Poudre School District will ensure that qualified individuals with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact ada@psdschools.org.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms			X	
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds	X			
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate				X
Instruct		X		
Compute				X
Synthesize		X		
Evaluate			X	
Interpersonal Skills				X
Compile				X
Negotiate		X		

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		X		
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)		X		
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	X
Moderate	
Loud	
Very Loud	