



FOOD AND NUTRITION SERVICES – DISTRIBUTION SPECIALIST

SUMMARY/SCOPE/GOAL

To provide support to food service programs in schools and to consolidate food and supply orders.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS:

REQUIRED:

- High School Diploma or equivalent.
- Minimum three (3) years of relevant work experience in computer applications and technology.
- Must be proficient Microsoft Excel.

PREFERRED/DESIRED:

- AA/AS from Regionally Accredited University/Program preferred.

CERTIFICATIONS/LICENSES/TRAINING:

REQUIRED:

- Valid Florida Driver's License.

PREFERRED/DESIRED:

PERFORMANCE RESPONSIBILITIES

ESSENTIAL FUNCTIONS:

The tasks/competencies listed below represent most of the time spent working in this position. Supervisor may assign additional tasks within the scope of this classification as necessary.

1. Review all food, paper and chemical orders for the school cafeterias.
2. Verify that each school site has placed weekly food, chemical and paper orders.
3. Contact school sites without food, chemical and paper orders.
4. Process food, chemical, and paper orders into vendor reports by exporting orders into documents and then e-mailing them to vendors.
5. Print out vendor orders to file with purchase orders and issues.
6. Act a liaison between cafeteria managers, food vendors and district office.
7. Verify that all vendor invoices match with all products ordered by matching item numbers and orders.
8. Issue return of product not received from vendors after verification of invoices.
9. Process add-ons between orders for product that is needed in schools before deliveries are made to schools.
10. Collect data from schools of products that are damaged or have been shorted and issue a pick-up request from vendors.
11. Reconcile inventories and update stock status reports.
12. Process items being transferred between schools.
13. Create spreadsheets to monitor monthly inventory levels and track just in time deliveries.
14. Order uniforms and manage distribution to cafeteria employees.

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- ~~Deleted:~~ bookkeeping or accounting.
- ~~Deleted:~~ and able to create comprehensive
- ~~Deleted:~~ spreadsheets
- ~~Formatted:~~ Font: (Default) +Headings (Arial), Bold, Font color: Accent 6, All caps
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- ~~Formatted:~~ List Paragraph
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- ~~Deleted:~~ all in the county by accessing downloaded report in WinSnap and printing purchase orders. ¶ Process the chemical orders for all schools in the county by accessing downloaddownloaded report s in WinSnap and printing purchase orders.¶¶ Process the paper orders for all schools in the county accessing downloaded report in WinSnap and printing purchase orders.
- ~~Deleted:~~ a
- ~~Deleted:~~ for that week
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- ~~Deleted:~~ <#>Process food, chemical, and paper reports from WinSnap and issue from CIMS.¶¶
- ~~Deleted:~~ issued t
- ~~Deleted:~~ hrough CIMS
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- ~~Deleted:~~ back into CIMS
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- ~~Deleted:~~ y of products remaining in CIMS to be placed on the stock status reports which are reports that the managers order from for the following week. Add new product and remove product if stock is low.
- ~~Deleted:~~ and verify that they have the correct accounting string and send to be processed through the accounting office
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15. Verify that all information on order forms is correct and all have sizes and quantity listed.
16. [Reconcile uniform invoices.](#)

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OTHER DUTIES:

Performs other duties as assigned commensurate with the skills and abilities of the position. Provides outstanding customer service and uses positive interpersonal communications skills. Makes all decisions and performs all tasks in accordance with Brevard Public Schools' strategic plan, vision, and mission. Ensures compliance with Board Policies, procedures, and applicable federal and state laws and regulations.

KNOWLEDGE, SKILLS, AND ABILITIES/TRAINING AND EQUIPMENT USAGE

JOB RELATED:

Knowledge of financial principles and practices and standard office procedures. Ability to apply knowledge to work situations. Ability to use technology to keep records accurately.

GENERAL:

Knowledge and use of time management and organizational systems. Skill in meeting and exceeding customer/stakeholder expectations within the precincts of policy, procedure, and sound judgement. Skill in active listening and social perceptiveness. Ability to communicate effectively orally and in writing. Ability to use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems. Ability to sustain focus and attention to detail for extended periods of time.

EQUIPMENT:

Use or maintain commercial kitchen equipment or light machinery such as mixers, blenders, choppers, slicers, food warmers, steam tables, ovens, stove tops, gas burners, commercial freezers, etc. Point of Sale (POS) systems, Inventory Management, Menu systems, etc.

Use office machines such as large volume copiers, printers, or calculators. Use computers for email, word processing, intra/internet, data entry, spreadsheets, service ticket responses, presentations, or custom applications.

PHYSICAL DEMANDS/WORK ENVIRONMENT

PHYSICAL REQUIREMENTS:

(M) MEDIUM WORK

Exerting 20 to 50 pounds of force occasionally, and/or 10 to 25 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move objects. Physical Demand requirements are in excess of those for Light Work.

POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS:

Intermittent light machinery noise and activity level. Exposure to elevated temperatures and mechanical hazards. Tasting and smelling frequently.

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Indoor office environment most often with Indoor/Outdoor movement between pods/locations frequently. Intermittent noise and activity level. Requires Sitting, Standing, Walking, Bending, Stooping, Kneeling, Finger Dexterity, Talking, Hearing, and Visual Acuity frequently.

TRAVEL:

Travel between sites occasionally. Travel out of county occasionally.

FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Food and Nutrition Services
TITLE CODE:	L3702	CONTENT BY:	<u>Kevin Thornton – Director, FNS</u>
GRADE:	<u>KK</u>	COMPENSATION:	<u>Ellie Kelly – Human Resources</u>
UNIT:	1010 PTH	LABOR RELATIONS:	<u>Karlye Green, Ed.D.</u>
LAST BOARD APVD:	<u>submitted 8/10/2021</u>	CLASSIFICATION:	<u>Beth Thedy, Ed.D.</u>

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/27/2003	Developed	
1.1	3/1/2021	New Format	Ellie Kelly – Human Resources
<u>2.0</u>	<u>8/2/2021</u>	<u>Update requirements and remove specific computer system/program names; use generalized statement for process as systems change.</u>	<u>Ellie Kelly – Human Resources and verified by Kevin Thornton – Director, FNS</u>

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Brevard Public Schools (BPS) is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. BPS seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires BPS to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.