



FOOD AND NUTRITION SERVICES – FOOD AND SUPPLY COORDINATOR

SUMMARY/SCOPE/GOAL

This position is responsible for reviewing, consolidating, and reconciling the food and supply orders including USDA commodity allocations for the entire food service operation. This position serves as a liaison between vendors and the cafeteria managers to resolve problems concerning delivery schedules, billing, inventory and recalls.

QUALIFICATIONS

EDUCATION AND RELEVANT EXPERIENCE REQUIREMENTS: REQUIRED:

- High School Diploma or equivalent or special diploma required.
- Minimum four (4) years' experience in an office setting.
- Must be proficient and able to create comprehensive Microsoft Excel spreadsheets.

PREFERRED/DESIRED:

- Associates Degree in Data Processing, Business, or a related field such as Accounting.
- Experience with USDA Child Nutrition programs.

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. Coordinate with USDA & Nutrition Manager concerning food and supply orders.
2. Track, monitor, and review all USDA commodity allocations and adjustments.
3. Create comprehensive spreadsheets for all food and supply items.
4. Coordinate, manage, and communicate "Just in Time" delivery schedules for all vendors.
5. Act as liaison between food vendors, processing vendors, and the District office.
6. Manage product count between district internal account and storage facility physical count.
7. Maintain and manage order guides, item numbers and orders, and order consolidation.
8. Maintain file of all USDA reporting documents for audit purposes.
9. Manage debit and credit invoices from vendors.
10. Prepare year-end reports of commodities received, transferred, and ending inventory values.
11. Coordinate with cafeteria managers to resolve food and supply availability issues.

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Receive all commodities into internal warehouse system. ¶
Process paperwork for return to USDA on all commodity adjustments. ¶
Process all commodity and commodity processed adjustments in warehouse account. ¶

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Deleted: <#>Create spreadsheet for adjusted commodity and commodity processed items. ¶

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Deleted: <#>Transmit "Just in Time" Delivery schedules to all vendors. ¶
Track all "Just in Time" deliveries monthly. ¶
Prepare all purchase orders for food, food processing, delivery, and storage of food products. ¶
Process and approve all food related invoices for payment. ¶

Deleted: <#>Prepare purchase orders for Food and Nutrition department, i.e., new equipment, repairs, and returned materials authorizations. ¶
Assign identification codes for all new food products.

Deleted: <#>Enter all products descriptions into internal program Food Service software program, and into the WinSnap program. ¶
Activate and deactivate all products in the WinSnap program as to their availability. ¶
Print notice of product arrival document daily. ¶

Deleted: <#>Follow up with USDA on all notice of arrival discrepancies. ¶

Deleted: <#>all incoming credit from vendors and apply to payable invoice.

Deleted: <#>Prepare spreadsheets for all USDA Commodities diverted for processing. ¶

Deleted: <#>Update transfer documentations for supplies, food, and commodity usage. ¶

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FOOD AND NUTRITION
SERVICES – COMMODITY SPECIALIST

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 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.

Deleted: 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....

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.

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.

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FOR HR USE ONLY:

DIVISION:	District Operations	DEPARTMENT:	Food and Nutrition Services
TITLE CODE:	L3701	CONTENT BY:	Director – Food and Nutrition Service
GRADE:	MM	COMPENSATION:	Human Resources
UNIT:	1010 PTH	LABOR RELATIONS:	Director – Professional Standards and Labor Relations
LAST BOARD APVD:	7/20/2004	CLASSIFICATION:	Assistant Superintendent – Human Resources
SCHEDULE:	8 hrs. – 12 mos.		

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REV:	DATE:	REVISION CONTROL:	INITIATED BY:
1.0	4/16/2004	Developed	
1.1	3/1/2021	New Format	Ellie Kelly – Human Resources
2.0	7/27/2023	Update title, scope, requirements, job functions and grade to meet current responsibilities.	Kevin Thornton, Director – Food and Nutrition Services

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.