



Columbia County School District Job Description

Position Title: SNP (School Nutrition Program) Procurement		
Department: School Nutrition Program	Evaluation Instrument: Performance will be evaluated annually by the Director of School Nutrition Services in accordance with Policy GBI – Evaluation of Personnel	
Pay Grade: General Services Pay Scale, Grade J	Pay Type: Non-Exempt	Retirement: TRS
Contract Work Year: 243 Days Per Year, 8 Hours Per Day		
Reports to: Director of School Nutrition Services		

MINIMUM QUALIFICATIONS

Education: High School graduate or equivalent required. College degree or technical school training in accounting, personnel management, secretarial science or finance preferred.

Essential Knowledge/Skills: Knowledge of institutional foods, USDA commodities, small and large equipment, cleaning supplies, paper products, inventory control, purchasing, and the use of computers and applicable software. Ability to train School Nutrition Managers in the use of all related purchasing applications. Must possess excellent communication skills and interpersonal relations.

Experience: Minimum of two years' experience in a public or private sector business function with emphasis on purchasing, inventory control, and training

GOAL

Contribute to the successful achievement of the Columbia County School District mission and major system priorities by supporting the effective organization and operations of the school environment to optimize student learning, instructional programs and related activities.

REPRESENTATIVE DUTIES & RESPONSIBILITIES

- Trains School Nutrition Managers in the use of purchasing applications.
- Writes specifications for all school nutrition supplies and equipment, reviews inventories, and places orders for deliveries.
- Prepares bid packages and coordinates bid openings with purchasing.
- Responsible for consolidating on a weekly basis all of the School Nutrition Program orders for food from each of the individual schools and process orders to vendors.
- Responsible for consolidating on a monthly basis all of the School Nutrition Program orders for non-food items from each of the individual schools and process orders to vendors.
- Responsible for review and consolidating all of the bids/quotes from the School Nutrition Program vendors throughout the school year based on the designated bid/quote periods.
- Notifies School Nutrition Managers and vendors the results of the bid consolidation.
- Responsible for filing and verifying rebates on foods as applicable.
- Responsible for ordering, allocation, and distribution of all USDA commodities;
- Responsible for entering all School Nutrition invoices into the computer in preparation for payment.
- Responsible for reconciling the billing statements against the invoices and making any adjustments necessary.
- Coordinating School Nutrition Program fixed assets with Business Department.
- Responsible for P-Card purchases for the School Nutrition Program and reconciling the account for payment by the Business Department

IMPORTANT NOTES

ESSENTIAL DUTIES

Job descriptions are designed and intended only to summarize the essential duties, responsibilities, qualifications, and requirements for the purpose of clarifying the general nature and scope of a position's role as part of the overall organization. Job descriptions do not list all tasks an employee might be expected to perform, and they do not limit the right of the employer/supervisor to assign additional tasks or otherwise to modify duties to be performed – even if seemingly unrelated to the basic job. Every employee has a duty to perform all assigned tasks. (An employee who is assigned a duty or task believed to be unlawful should report the assignment to the Chief Human Resources Officer.) It should also be noted the order of duties/ responsibilities as listed in the job description is not designed or intended to rank the duties in any order of importance relative to each other.

MINIMUM REQUIREMENTS

In filling a vacant position, preferred or required credentials regarding education, training, experience, and other bona fide occupational qualifications may be established. The credentials shown in this job description may be interpreted only as the minimum criteria existing at the time the description was developed. Other bona fide occupational qualifications and criteria may be utilized as needed in the selection process.

Revised: November 2015