

**Job Title:** School Nutrition - Assistant (Area of Procurement)

**FLSA Exemption Status:** NON-EXEMPT

**Term:**

**Minimum Qualifications:**

1. Not less than a high school diploma or general equivalency diploma;
2. Level IV SNA Certificate in School Nutrition;
3. Minimum of five years of experience in School Nutrition with some experience with School Nutrition Procurement, and
4. Meets health and physical requirements throughout the employment period.

**Job Objectives/Goals:**

1. To assist the Director of School Nutrition in providing each student with nutritious food in a clean and caring atmosphere.
2. To assist the Director of School Nutrition in procuring food, supplies, equipment, services, and USDA commodities for food and nutrition operations; prepares formal bids, contracts, quotations, and USDA commodity orders.

**Responsibilities and Essential Functions:**

1. Procure food, supplies, equipment, materials, services, and USDA commodities from suppliers through new contracts, competitive bids or existing contracts.
2. Prepare and evaluate specifications, solicitations, requests for proposals, and quotes for food, equipment, and supplies; research vendors, optimum pricing, products, and services.
3. Obtain verbal or written quotations for all items not subject to the bidding process; determine quantities to order, select appropriate vendors, and verify compliance with specifications.
4. Research and evaluate suppliers based on price, quality, selection, service, support, availability, reliability, production, and distribution capabilities as well as the reputation and history.
5. Evaluate and monitor contract performance to ensure compliance with contractual obligations.
6. Identify and maintain lists of vendors and sources of supply for goods and services.
7. Review procurement documents for accuracy, completeness, and compliance with Department standards.
8. Attend meetings, workshops, conferences, vendor shows, and seminars to maintain current knowledge of trends and program regulations; coordinate special projects as required.
9. Manage bid documents including preparing bid documents, opening & awarding bid documents, prepare bids for school use, managing and updating specification sheets for all food items procured.
10. Assist in the menu preparations for the school district ensuring that menus meet USDA nutrition standards. Maintain monthly menus and website posting.
11. Participate in USDA Foods forecasting, planning and distribution.
12. Assist managers with food orders and tracking of inventory, overseeing inventory control and keeping required records.
13. Assist in keeping ingredient, recipe and menu information current in menu planning software.
14. Assist with pricing and ala carte offerings including checking all offerings in the Smart Snack Calculator.
15. Assist in the development and implementation of department planning, procedures, long and short-range objectives, and goals for School Nutrition.

16. Assist with accurate preparation and timely filing of all reports, records, and documentation required for the School Nutrition Program.
17. Assist in processing and maintaining student and meal data, including free/reduced price meal applications.
18. Assist with annual verification of free/reduced price meal applications as required by USDA; assist with CEP eligibility and reporting.
19. Assist in planning, developing and conducting in-service training.
20. Compiles data for and prepares various financial reports, performs financial data analysis required to effectively evaluate and improve the School Nutrition program.
21. Maintain current knowledge of food and nutrition procurement laws, rules, and regulations.
22. Must be able to multitask and work independently with little direction.
23. Comply with regulations of USDA and Tennessee Department of Education.
24. Perform other duties as assigned by the School Nutrition Director

**Skills and Abilities Required:**

1. Knowledge of federal, state and local laws, regulations, policies and best practices in areas of food service management, menu planning, food purchasing, and preparation of foods in a food service environment.
2. Ability to develop bid specifications.
3. Knowledge of food service standards including menu planning, food preparation, portion control, serving procedures, and sanitation practices.
4. Utilizes knowledge of USDA regulations and guidelines to ensure compliance with areas such as Free and Reduced-Price Meal Process, Purchasing Practices, School Meals Initiative, National School Breakfast Program, National School Lunch Program, and USDA Foods Program.

**Physical Demands:**

This position requires specialized knowledge of the following:

1. Food service and USDA commodity purchasing principles, practices, and procedures.
2. Type and source of supplies, materials, and equipment commonly used in food and nutrition.
3. Sanitation and safety practices related to food handling.
4. Quantity purchasing techniques and regulations.
5. Applicable laws, rules, and regulations related to school food procurement activities.
6. Markets and methods of invoicing, including prices, discounts and rebates.
7. Operation of a computer and assigned software.
8. Vendors, brokers, wholesale houses, and other sources of supplies.
9. Bid preparation procedures and specification requirements.
10. Record-keeping practices and procedures related to purchasing functions.
11. Interpersonal skills using tact, patience, and courtesy.

**Health and safety standards**

1. While performing the duties of this job, the employee is regularly required to sit; stand and move throughout the facilities. Duties include moderate standing, stooping, bending, lifting and possibly transporting up to 25 pounds.
2. Frequent district-wide travel; occasional prolonged and irregular hours.
3. Ability to communicate effectively (verbally and written); interpret policy, procedures, and data; coordinate district functions; maintain emotional control under stress; maintain a clear focus on customer service; ability to manage others in a non-coercive manner.

**Reports To:** Director - School Nutrition

**Disclaimer:** The preceding job 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 in this job.

