

SCHOOL DISTRICT OF ESCAMBIA COUNTY

JOB DESCRIPTION

INVENTORY CONTROL TECHNICIAN - SCHOOL FOOD SERVICES

QUALIFICATIONS:

- (1) High School Diploma or equivalent; Associate's Degree or higher desired.
- (2) Minimum of four (4) years experience in Data Processing or equivalent experience.
- (3) Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of food service program, including costing, inventory control and procurement practices. Working knowledge of PCs and accompanying software. Ability to interact with cafeteria managers and plan and conduct inservice activities. Knowledge of USDA commodity procurement and accounting.

REPORTS TO:

Supervisory Technician I - School Food Services

JOB GOAL

To instruct and monitor cafeteria managers in the implementation of record keeping requirements, accountability, inventory control, ordering and costing data for the Food Services operation. To carryout the procurement and accountability procedures for all menu requirements.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- *(1) Project required amounts of all food items for annual and semi-annual food bids.
- *(2) Instruct and monitor cafeteria managers in their compliance with USDA regulations and record keeping.
- *(3) Monitor stock on hand levels of all warehoused food and nonfood items.
- *(4) Coordinate purchase order receipts with vendors and central warehouse personnel ensuring timely delivery of food.
- *(5) Visit schools on a weekly rotating basis and maintain open lines of communication.
- *(6) Process and order, through appropriate vendors, all centrally ordered direct-delivered foods.
- *(7) Process cafeteria manager "call-in" requisitions and coordinate with warehouse personnel.
- *(8) Participate in regular cafeteria manager meetings, menu meetings and other food service workshops and meetings.
- *(9) Provide technical support to cafeteria managers for all phases of Horizon software.

INVENTORY CONTROL TECHNICIAN – SCHOOL FOOD SERVICES (Continued)

Inter/Intra-Agency Communication and Delivery

- *(10) Assist in food testing program involving students, parents and staff.

Inter/Intra-Agency Communication and Delivery

- *(11) Coordinate with food services supervisors and accountant in implementation of accounting procedures with cafeteria managers.
- *(12) Collaborate with cafeteria managers about their food order list and its adjustments according to inventory requirements.
- *(13) Collaborate with food services supervisors regarding concerns or problems.

Professional Growth and Development

- *(14) Demonstrate the ability to meet with people in a positive and non-threatening manner.
- *(15) Provide training for food services personnel.

Systemic Functions

- *(16) Process weekly the cafeteria food service orders and generate and modify weekly central warehouse Pick Lists and Distribution Reports to match on-line requisitions.
- *(17) Monitor cafeteria inventory transactions and instruct cafeteria managers of any corrections.
- *(18) Plan and conduct training for cafeteria managers in all modules of Horizon, the on-site data collection and inventory control programs.
- *(19) Perform the duties as assigned by the Supervisory Technician I.
- *(20) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

Job Description Supplement No. 07

*Essential Performance Responsibilities

Professional Salary Schedule - Pay Grade 14

Date of Board Approval: August 21, 2001

Date of Revision: June 21, 2005