

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6429
Pay Grade: E01

FLSA: Exempt
PTS

FOOD AND NUTRITION DISTRIBUTION SPECIALIST
<p>REPORTS TO: Coordinator, Food and Nutrition</p>
<p>SUPERVISES: Not Applicable</p>
<p>QUALIFICATIONS: High school diploma or a GED, plus three (3) years satisfactory experience in vendor relations, including at least one (1) year supervisory duties. Must possess a valid state of Florida Class E noncommercial driver's license. Proficient use of generally accepted office computer applications (e.g., Microsoft Office Programs).</p> <p>PREFERRED: Associates or bachelors degree in Food Service Management, Business or related field.</p>
MAJOR FUNCTION
Oversees Food and Nutrition fleet. Oversees vendor and WPSC warehouse deliveries for Food and Nutrition products as assigned.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Schedules and coordinates service for Food and Nutrition fleet. • Addresses delivery issues with vendors. • Maintains required records within all areas of responsibility. • Manages and coordinates activities within the bid contract for food, paper, small equipment and uniforms. • Coordinates warehouse and school inventory reporting. • Assists with pickup and delivery of stock (transfers). • Assists with Farm to School/School Gardens. • Participates in professional development/training and maintains the hours required by USDA for professional standards. • Performs other related duties as assigned.
TERMS OF EMPLOYMENT
<p><i>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 established by the District.</i></p> <p><i>Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.</i></p> <p><i>The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.</i></p>
HISTORY OF JOB CLASSIFICATION
ISSUED: 9/17/21LM; BOARD APPROVED: 10/26/21

FOOD AND NUTRITION DISTRIBUTION SPECIALIST

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds				X	
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds				X	
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds		X			
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending				X	
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills				X	
15. Color vision, the ability to identify and distinguish colors				X	
16. Ability to communicate orally				X	
17. Ability to hear				X	
18. Pushing or pulling carts or other such objects				X	
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal					X
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions				X	
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls				X	
26. Operating automobile, vehicle, or van				X	
27. Other physical, mental or visual ability required by the job				X	