



PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 6399
Pay Grade: E01

FLSA: Exempt
PTS

FOOD AND NUTRITION PROCUREMENT SPECIALIST
REPORTS TO: Coordinator, Food and Nutrition
SUPERVISES: Not Applicable
QUALIFICATIONS: High school diploma or a GED, completion of Food and Nutrition Manager Training Program in a large school district and five (5) years of food and nutrition experience including two (2) years' experience as a Food Service Manager. Demonstrated proficiency in mathematics and analytical data processing.
PREFERRED: Bachelor's degree from an accredited college or university in Culinary Arts, Food Service Management or related field with above professional experience.
MAJOR FUNCTION
Performs specialized duties directly related to the procurement, distribution and inventory of all purchased food, USDA food and paper supplies for Pinellas County Schools Food and Nutrition Department.
ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none"> • Oversees the purchasing of all food, USDA food and paper supplies; including specifications, vendor selection and bids. • Maintains current working knowledge of nutrition standards for child nutrition programs. • Reviews new products with vendors. • Manages USDA food allocations, entitlements and processing. • Recommends annual budgetary items for all purchased food, USDA food and paper supplies. • Monitors food service inventory at Walter Pownall Service Center (WPSC) and state distributor's warehouses. • Administers periodic inventory for all schools, WPSC warehouse and state distributor's warehouse. • Maintains the Food and Nutrition ordering records. • Coordinates food recalls. • Resolves any food service product, service or delivery issues. • Participates in professional development/training and maintains the hours required by USDA for professional standards. • Performs other related duties as assigned.

FOOD AND NUTRITION PROCUREMENT SPECIALIST

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 established by the District.

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

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.

HISTORY OF JOB CLASSIFICATION

ISSUED: 9/27/21 LM; BOARD APPROVED: 10/26/21

FOOD AND NUTRITION PROCUREMENT 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	

Food and Nutrition Procurement Specialist - PTS