

prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.

Work Environment The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

REPORTS TO Supervisor of Nutrition, Menu Planning, Procurement & Warehousing

GENERAL RESPONSIBILITIES

1. Monitors the inventory levels of purchased food, commodities and supplies at each school cafeteria and contracted warehouse.
2. Monitors the ordering of food and supplies to assure compliance with county-wide menus and for cost containment.
3. Assists with the maintenance of the computerized program for food ordering and inventory. Performs system updates and enters product data when new items are purchased.

SPECIFIC RESPONSIBILITIES

1. Monitors the purchasing system for food and supplies and processes adjustments to orders as needed.
2. Maintains weekly downloads from USDA website of commodity Notification of Allocations and Arrivals. Allocates commodities as they are delivered to contracted warehouse.
3. Monitors inventory levels of purchased food, supplies and commodities in school cafeterias, warehouse and contracted warehouse. Provides information to Department of Nutrition Services Supervisors to assure rapid inventory turnover for cost efficiency.
4. Reconciles commodity inventory in the contracted warehouse monthly. Checks inventory levels at contracted warehouse by randomly selecting items for reconciliation.
5. Coordinates the deliveries to the school cafeterias and warehouse. Acts as liaison between School Nutrition Services Managers and vendors to resolve delivery problems.
6. Prepares journal entries to account for commodity expenses to the school cafeterias.
7. Assists with ordering for administration cafeteria, special or promotional items and for the summer program.
8. Updates and maintains all forms used in ordering purchased, non-food and commodity items.

9. Updates the computer files for managers to include the nutritional information for purchased and commodity items.
10. Assists the Purchasing Specialist with tracking commodity rebates.
11. Performs other duties as assigned.