

SCHOOL DISTRICT OF SARASOTA COUNTY

JOB DESCRIPTION

BUYER/QUALITY CONTROL MANAGER, FOOD SERVICE

SALARY SCHEDULE: SSP2 + Manager %

COST CENTER: FOOD AND NUTRITION SERVICES DEPARTMENT (9021)

QUALIFICATIONS:

- (1) High School Diploma or equivalent.
- (2) Minimum of three (3) years experience in School Food Services or related experience.
- (3) Current Food and Nutrition Services Manager.
- (4) Excel proficiency preferred

KNOWLEDGE, SKILLS AND ABILITIES:

Possess excellent organizational skills with high level of accuracy and attention to detail. Demonstrated ability to train others. Possess computer [experience with the CAFS Program] skills required to complete work assignments. Ability to organize and prioritize activities. Ability to communicate effectively, both orally and in writing.

REPORTS TO:

Director, Food and Nutrition Services

JOB GOAL

To [assist in developing and maintaining food services program cost effectiveness and operational efficiency] provide products and services necessary for an efficient and quality Food and Nutrition Services program for students.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

- * (1) Meet periodically with vendors and company representative to identify and select products appropriate for the Food and Nutrition Services program.
- [* (2) Maintain accurate and organized files on food product ingredients and nutrient analysis.]
- * (2) Utilize districts computerized menu planning software program.
- * (3) Assist with specification writing, bid invitation preparation and evaluation of bid or RFP results.
- * (4) Provide quality assurance by monitoring food items for taste, appearance and conformity to standard recipes.
- * (5) Compare bid prices to invoice prices and identify discrepancies.
- [* (6) Prepare and update CAFS menu display.]
- [* (7) Update cost information in CAFS bid summary file and distribute to managers.]
- * (6) Demonstrate an understanding of meal pattern requirements and Smart Snack guidelines.
- * (7) Demonstrate ability to utilize Food Buying Guide/Calculator.
- * (8) Assist managers in preparing accurate/complete records as needed.
- * (9) Provide input and feedback to supervisor as needed.
- * (10) Demonstrate initiative in the performance of assigned responsibilities.
- * (11) Provide for a safe and secure workplace.
- * (12) Model and maintain high ethical standards.
- * (13) Follow attendance, punctuality and proper dress rules.

BUYER/QUALITY CONTROL MANAGER, FOOD SERVICES (Continued)

- *(14) Maintain confidentiality regarding school matters.
- *(15) Maintain positive relationships with staff and vendors.
- *(16) Participate in workshops and training sessions as required.
- *(17) Communicate effectively with staff and vendors.
- *(18) Keep supervisor informed of potential problems or unusual events.
- *(19) Respond to inquiries and concerns in a timely manner.
- *(20) Prepare all required reports and maintain all appropriate records.
- *(21) Follow all School Board policies, rules and regulations.
- *(22) Exhibit interpersonal skills to work as an effective team member.
- *(23) Demonstrate support for the School District and its goals and priorities.
- (24) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to [20] 50 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. 05

*Essential Performance Responsibilities