

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SPECIALIST, Purchasing and Logistics Dining Services

QUALIFICATIONS

- Bachelor's Degree in Business Administration or related field OR Associate's Degree with one (1) year purchasing experience OR High School Diploma or equivalence or Florida Special Diploma with three (3) years purchasing experience.
- Experience with K-12 distribution operations preferred.
- National Institute of Governmental Purchasing (NIGP) or Institute for Supply Management (ISM) certification preferred.
- Valid Florida Driver's License and use of personal automobile may be required.
- ServSafe certification or receive certification within six (6) months of hire.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of restaurant operations and ability to translate operational needs into specifications for goods and services.
- Ability to communicate effectively in written and oral form using positive interpersonal skills with a variety of stakeholders in an efficient and timely manner.
- Ability to organize, prioritize, manage, and carry out duties efficiently and within established timeframes.
- Ability to establish and maintain collaborative working relationships with all stakeholders.
- Knowledge of computer applications as related to job functions.
- Knowledge of laws, regulations, and policies concerning USDA Child Nutrition Programs.
- Knowledge of Florida Statutes and the Florida Administrative Code concerning purchasing policies and procedures.

SUPERVISION

REPORTS TO Coordinator, Nutrition and Wellness Dining Services
SUPERVISES No Supervisory Duties

POSITION GOAL

To provide an exceptional dining experience for guests through the purchasing and logistics of goods and services for Dining Services.

PERFORMANCE RESPONSIBILITIES

1. *Manage and process service contracts, purchases, USDA Foods and DoD orders for Dining Services.
2. *Coordinate delivery schedules with vendors and campus restaurants.
3. *Manage daily issues between vendors and campus restaurants including product concerns.
4. *Complete and maintain tracking and reporting documentation for the District, State, USDA, and DoD.
5. *Manage product recalls and supporting documentation.
6. *Assist with the management of the master item list within the Dining Services purchasing and inventory software system.
7. *Assist with product specification writing, bid invitation, soliciting quotes, and evaluation of results.
8. *Process purchase orders, payment vouchers, records and receipts, and resolve billing issues.
9. *Investigate new sources for food and non-food products.
10. *Serve on the district wide emergency management team.
11. Perform other duties as assigned by the Coordinator of Nutrition and Wellness.

**Denotes essential job function/ADA*

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EQUIPMENT / MATERIALS

Standard Office Equipment

PHYSICAL REQUIREMENTS

Light Work Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently. If the use of arm and/or leg controls require exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated as Light Work.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Balancing Maintaining body equilibrium to prevent falling when walking, standing, or crouching on narrow, slippery, or moving surfaces.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 20 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature, or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Indoors/Outdoors The worker is subject to both environmental conditions. Activities occur inside and outside.

TERMS OF EMPLOYMENT

PAY GRADE

AS-D \$46,969 - \$83,411
District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 37.5
Annual Hours 1935

POSITION CODES

PeopleSoft Position TBD
Personnel Category 14
EEO-5 Line 44
Function Vary
Job Code 2108
Survey Code 76010

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

April 23, 2019

ADA Information Provided by Chad Wilsky
Position Description Prepared by Chad Wilsky