



PROCUREMENT SPECIALIST I – FOOD SERVICES

GENERAL RESPONSIBILITIES

The position is responsible for specifying the goods and services required for the Food Services operation. Coordinates with the Office of Purchasing to develop contracts. Acts as the contract administrator for certain established contracts; evaluates purchased materials to ensure compliance with specifications and vendor performance to ensure quality of service to the Food Service operation.

ESSENTIAL FUNCTIONS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Conducts tests and recommends products in cooperation with purchasing, employees, student evaluators, and vendors.
- Interact with vendors concerning products, establish deliveries, and address complaints.
- Write specific product specifications.
- Interact with members of the school system, city, state, and federal departments and organizations (example: Department of Health, Parks & Recreation, VA Department of Agriculture, USDA School Nutrition Programs, Human Resources, School Nutrition Association, and others).
- Investigate, evaluate, and implement new programs and procedures.
- Facilitate communication through letters, memos, weekly updates, e-mail, and other tools.
- Administer the purchase, ordering and deliveries of products from vendors to school cafeterias.
- Improve efficiencies and procedures to enhance the school food services program.
- Plan, implement, maintain, monitor, and improve department operations.
- Monitor success of products and services and revise as needed.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Considerable knowledge of the practices, procedures, and regulations relating to school food service. Thorough knowledge of food quality and values. Extensive knowledge of the principles and practices used in ordering, receiving, and storing food in large quantities. Possess a broad knowledge of current procurement laws and best practices. Comprehensive knowledge of budgeting and accounting practices and procedures. Ability to develop and implement complex and technical reports. Time management skills are essential. Communicate ideas clearly in both oral and written forms. Capacity to establish and maintain effective working relationships with school officials, school administrators, associates, and vendors.

EDUCATION AND EXPERIENCE

Required:

Bachelors' degree in institutional or hospitality food service management.

Considerable experience in school food services and/or institutional food service management.

Preferred:

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, grasping, fingering, repetitive motion, and driving. Occasional standing, bending, stooping, and reaching. Work involves moderate exposure to unusual elements such as extreme heat and hazards such exposure to chemicals, moving mechanical parts, etc. and/or loud noises. Ability to lift up to 20 pounds occasionally. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.



SPECIAL REQUIREMENTS

Possession of a valid driver's license.
Regular and reliable attendance is an essential function of this position.

FLSA Status: Exempt	Description: 1/20, 7/20
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