

PINELLAS COUNTY SCHOOL BOARD
FLORIDA

PCSB: 6396
Pay Grade: C01

FLSA: Exempt

COORDINATOR, COMMODITIES/FOOD DISTRIBUTION

MAJOR FUNCTION:

Performs specialized duties directly related to the procurement, distribution and inventory of all food, USDA commodities and paper supplies for Pinellas County School Food Service.

DUTIES AND RESPONSIBILITIES:

- Oversees all food purchasing; including specifications, vendor selection and bids
- Oversees all USDA commodity purchases; including specifications, vendor selection and bids
- Oversees all paper supply purchasing; including specifications, vendor selection and bids
- Maintains current working knowledge of nutrition standards for Child Nutrition Programs
- Sees vendors as necessary to review new product lines
- Manages USDA commodity allocations, entitlements and processing
- Recommends annual budgetary items for all food, USDA commodities and paper supplies
- Monitors food service inventory at Walter Pownall Service Center warehouse
- Monitors food service inventory at State distributor's warehouse
- Administers periodic inventory for all sites and WPSC warehouse
- Maintains the food service ordering records
- Coordinates food recalls
- Resolves any food service product, service or delivery issues
- Supervises assigned staff and delegates tasks accordingly
- Performs other related duties as required

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a GED. Demonstrated proficiency in Mathematics. Five (5) years of Food Service experience to include two (2) years experience as a Food Service Manager.

ISSUED: 5/94 PBL; BOARD APPROVED: 5/11/94, REVISED: MF, D&R, LMCK 2/8/10

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.

COORDINATOR, COMMODITIES-FOOD DISTRIBUTION

<u>WORKING CONDITIONS & PHYSICAL EFFORT:</u>	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				

Coordinator, Commodities-Food Distribution – PTS