

FOOD SERVICES SECRETARY

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

Responsible for overseeing the Ala Carte Food Services inventory control and food delivery systems; assist in the development of a variety of program menus and special food orders; resolve issues and problems pertaining to inventory, production, order, menu, delivery, and equipment as they arise; respond to emergency situations and exercise independent judgment; reconcile cash for Ala Carte program.

ESSENTIAL JOB FUNCTIONS:

- Estimate or conduct visual inspections for food and supply needs based on product availability, meal counts, menus, and lead time required for delivery of new products for the acquisition and maintenance of an ongoing Food Services Program.
- With supervision from the Food Services Director, review menus; calculate and project totals needed; place orders for food, equipment, and supplies; develop vendor files, and maintain records of transactions.
- Determine order times and quantities to meet the needs of the program based on manufacturer/ supply information; update the perpetual inventory supply availability database as revisions occur; notify appropriate personnel for quantities to order with date required for delivery.
- Organize, monitor, and maintain district site inventory stock levels, including perishable and freezer items; coordinate ongoing inventory and control procedures; provide work direction and technical expertise to Food Services staff regarding inventory control and cost; conduct annual inventory.
- Monitor and track holidays for scheduled deliveries, such as produce, and notify vendors of revised delivery schedule.
- Input all stock orders for delivery from department communication memos; purchase stock directly from the vendor to replenish paper and chemical products; monitor all items ordered for scheduled delivery times; input orders from field sites and information on all items received into inventory; utilize special software program to enter and track food and supply orders.
- Reconcile the purchase order, vendor order paperwork, or bid pricing with the delivery; notify the vendor when invoices are not received, verify that the bills concur with the appropriate paperwork; acknowledge receipt of bills for vendor payment; enter data into stock status report.
- Coordinate distribution of Food Services inventory and related menu, production orders, and delivery forms; input work direction to site staff, drivers, and vendor contacts to ensure efficient and effective solutions for identified issues, problems, or concerns.
- Contact vendors to investigate complaints regarding overages or shortages, damaged goods, substandard materials, or other discrepancies or problems; communicate with warehouse staff regarding discrepancies; prepare required paperwork to return unsatisfactory items.
- Attend conferences for continuing education and vendor shows to view new products.
- Prepare and maintain accurate records and reports related to inventory control, purchase, and food delivery according to established guidelines and procedures; prepare special and periodic reports regarding purchasing activities, such as weekly distributor reports regarding product specifications, overages/shortages, etc.
- Operate a computer and related software to input, output, update, and access a variety of records and information; generate reports, records, lists, and summaries from computer data base; operate standard office equipment.
- Provide excellent customer service by establishing positive relationships with district personnel, distributors, suppliers, vendors, representatives from external organizations, and others; demonstrate tact, diplomacy, and sensitivity to individual concerns; respond to phone calls, e-mails, letters, and other communications; lift and carry moderately heavy objects.
- Support contact and training for point of sale and ETritition for Nutrition Services
- Perform related duties related to Food Services Department as assigned.

EMPLOYMENT STANDARDS:

- Ability to meet physical requirements necessary to safely and effectively perform required duties
- Ability to follow oral and written directions
- Ability to get along with co-workers and deal with the general public tactfully, courteously and professionally

KNOWLEDGE OF:

- Food Services operations, products, and pack sizes
- Inventory control and storage methods, practices, and procedures
- Kitchen operation, food preparation, and ingredients

SKILL AND ABILITY TO:

- Perform the basic function of the position
- Maintain accurate records, inventory, and filing systems
- Work under stressful conditions with numerous interruptions
- Operate a motor vehicle
- Follow written and oral directions
- Initiate and execute duties independently
- Exercise good judgment in health and safety standards
- Communicate orally to effectively convey information
- Establish and maintain effective working relationship with staff and those contacted in the course of required duties
- Write legibly

WORKING CONDITIONS:

- Food Services office or site environment; may be subject to heat from ovens, and cold from walk-in refrigerators and freezers; constant interruptions; drive a vehicle to conduct work

PHYSICAL FUNCTIONS:

- Bend, twist, kneel and stoop
- Lift and carry twenty-five (25) pounds
- Stand for extended periods of time
- Be mobile in order to conduct necessary business
- Speak in an understandable manner in order to convey information to co-workers
- Hear and understand speech at normal levels
- See and read notes, memos, etc.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: high school graduation; food service routing, scheduling, and inventory control experience desired.
- ServSafe certification desired.

WORK YEAR: 180 days

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, sex (pregnancy or gender), sexual orientation, marital status, national origin (including language use restrictions), ancestry, disability (mental and physical, including HIV and AIDS), age (40 and above), medical condition (cancer/genetic characteristics), denial of family and medical care leave, or denial of pregnancy disability leave or reasonable accommodation. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization is a Drug and Tobacco-Free Workplace.

This organization requires a successful candidate to provide employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.

Board approved: April 12, 2011