

# 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 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 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) Utilize districts computerized menu planning software program.
- \* (3) Assist with specification writing, bid invitation preparation and evaluation of bid or RFP results.
- \* (4) Assist Operations Facilitator in procurement of food and supplies.
- \* (5) Provide quality assurance by monitoring food items for taste, appearance and conformity to standard recipes.
- \* (6) Compare bid prices to invoice prices and identify discrepancies.
- \* (7) Demonstrate an understanding of meal pattern requirements and Smart Snack guidelines.
- \* (8) Demonstrate ability to utilize Food Buying Guide/Calculator.
- \* (9) Assist in development of food production records.
- \* (10) Assist managers in preparing accurate/complete records as needed.
- \* (11) Provide input and feedback to supervisor as needed.
- \* (12) Demonstrate initiative in the performance of assigned responsibilities.
- \* (13) Provide for a safe and secure workplace.
- \* (14) Model and maintain high ethical standards.
- \* (15) Follow attendance, punctuality and proper dress rules.
- \* (16) Maintain confidentiality regarding school matters.
- \* (17) Maintain positive relationships with staff and vendors.
- \* (18) Participate in workshops and training sessions as required.
- \* (19) Communicate effectively with staff and vendors.
- \* (20) Keep supervisor informed of potential problems or unusual events.
- \* (21) Respond to inquiries and concerns in a timely manner.

**BUYER/QUALITY CONTROL MANAGER, FOOD SERVICES (Continued)**

- \* (22) Prepare all required reports and maintain all appropriate records.
- \* (23) Follow all School Board policies, rules and regulations.
- \* (24) Exhibit interpersonal skills to work as an effective team member.
- \* (25) Demonstrate support for the School District and its goals and priorities.
- (26) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 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