

**Job Title: Inventory Control Technician – School Food Services**



**Position Description**

*To perform this job successfully, an individual must be able to perform the essential job functions consistently and to the satisfaction of the employer. Reasonable accommodations may be made for qualified disabled individuals. This job description is not an exhaustive list, as employees may be required to perform duties not specifically designated within this document, at the employer's discretion. The Escambia County School District reserves the right to modify or interpret this job description as needed.*

**FLSA Status:** Nonexempt  
**Reports to:** Appropriate Supervisor or Designee  
**Supervises:** Appropriate Staff as required  
**Pay Grade:** Professional – 14

**APPROVED**  
**ESCAMBIA COUNTY SCHOOL BOARD**

**JUNE 20, 2017**

**MALCOLM THOMAS, SUPERINTENDENT**  
**VERIFIED BY RECORDING SECRETARY**

**JOB SUMMARY**

The purpose of this position is to instruct and monitor cafeteria managers in the implementation of record keeping requirements, accountability, inventory control, ordering, and costing data for the Food Services operation and to carry out the procurement and accountability procedures for all menu requirements.

**ESSENTIAL JOB FUNCTIONS**

- Projects required amounts of all food items for annual and semi-annual food bids.
- Instructs and monitors cafeteria managers in their compliance with USDA regulations and record keeping.
- Monitors stock on hand levels of all warehoused food and nonfood items.
- Coordinates purchase order receipts with vendors and central warehouse personnel ensuring timely delivery of food.
- Visits schools on a monthly rotating basis and maintains open lines of communication.
- Processes and orders, through appropriate vendors, all centrally ordered direct-delivered foods.
- Processes cafeteria manager "call-in" requisitions and coordinates with warehouse personnel.
- Participates in regular cafeteria manager meetings, menu meetings, and other food service workshops and meetings.
- Provides technical support to cafeteria managers for select modules of cafeteria software.
- Assists in food testing program involving students, parents, and staff.
- Coordinates with food services supervisors and accountant in implementation of accounting procedures with cafeteria managers.
- Collaborates with cafeteria managers about their food order list and its adjustments according to inventory requirements.
- Collaborates with food services supervisors regarding concerns or problems.
- Demonstrates the ability to meet with people in a positive and non-threatening manner.

- Processes weekly the cafeteria food service orders and generates and modify weekly central warehouse Pick Lists and Distribution Reports to match on-line requisitions.
- Balances monthly commodities report for Food Service Accounting.
- Monitors cafeteria inventory transactions and instructs cafeteria managers of any corrections.
- Plans and conducts training for cafeteria managers in select modules of cafeteria software, the on-site data collection, and inventory control programs.
- Works closely with the Dietitian.
- Performs other duties as assigned.

### **MINIMUM REQUIREMENTS**

- Associate Degree or higher preferred.
- Minimum of one (1) year of experience in Data Processing or equivalent experience.
- Qualifications may vary from the above requirements to such a degree as the Superintendent and Board determine is necessary and appropriate to ensure properly qualified personnel in each specialized assignment.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Requires the ability to display knowledge of food service program, including costing, inventory control, and procurement practices.
- Requires the ability to display working knowledge of PCs and accompanying software.
- Requires the ability to interact with cafeteria managers and plan and conduct inservice activities.
- Requires the ability to display knowledge of USDA commodity procurement and accounting.
- Requires the ability to prepare and/or process purchase orders.
- Requires the ability to maintain accountability for inventory/property management.
- Requires the ability to use small office equipment, including copy machines or multi-line telephone systems.
- Requires the ability to use computers for data entry and for word processing and/or accounting purposes.

### **PHYSICAL DEMANDS**

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force as frequently as needed to move objects. The work also requires the following physical abilities in order to perform the essential job functions: fingering, mental acuity, repetitive motion, speaking, talking, and visual acuity.

### **WORKING CONDITIONS**

Employees in this position work in a relatively safe, secure, and stable work environment.

**Date of Board Approval: June 20, 2017, effective July 1, 2017**

**Date of Revision:**