

**THE SCHOOL BOARD OF MANATEE COUNTY**  
**Local Title: SUPERVISOR, FOOD AND NUTRITION SERVICES PURCHASING**  
**State Title: Specialist/Manager, Food Services**  
**JOB DESCRIPTION**

**JOB GOAL:**

To ensure regulation compliance and provide supervisory and administrative work in coordinating the procurement activities for Food and Nutrition Services Department in the acquisition of goods and services.

**QUALIFICATIONS:**

1. Bachelor's Degree from an accredited educational institution in Business Administration or related area.
2. Minimum of five years purchasing experience of a progressively responsible nature.
3. Minimum of three years administrative and supervisor experience.
4. Qualification as a certified purchasing agent is desired.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to read, analyze, and interpret governmental regulations and practices. Ability to create processes and procedures that meet all regulations and requirements. Ability to effectively present information and train staff on all policies and procedures. Ability to answer questions from groups, employees, and the general public. Knowledge of U.S. Department of Agriculture, Florida Department of Agriculture, and School District of Manatee County purchasing rules and regulations. Knowledge of contract writing and management, procurement laws, purchasing principles, practices and procedures. Ability to negotiate effectively and communicate effectively orally and in writing. Ability to establish and maintain effective relationships with employees, departments and vendors.

**REPORTS TO:**

Director, Food and Nutrition Services

**SUPERVISES:**

Fiscal Specialist

**PERFORMANCE RESPONSIBILITIES:**

1. Responsible for purchasing activities in accordance with the U.S. Department of Agriculture, Florida Department of Agriculture and Consumer Services, School District of Manatee County, and Florida statutes.
2. Work with Director and other stakeholders to develop scope of work requirements for all Food and Nutrition Services solicitations.
3. Responsible for communicating with the District Purchasing Department all necessary timing, specifications and information for all Bids, Requests for Proposals, and Contracts.
4. Monitor all awarded Bids, Request for Proposals, and Contracts for vendor compliance and address and resolve non-compliance.
5. Responsible for product specifications and competitive pricing process for all Food and Nutrition Services purchases.
6. Responsible for preparation, compliance, and on-site visit for U.S. Department of Agriculture Procurement Reviews.
7. Oversee all Food and Nutrition Services Department purchases and ensure that all department personnel follow correct processes.
8. Monitor spending for all awarded Bids, Request for Proposals, and Contracts to ensure dollars spent are within School Board approved thresholds.
9. Develop and implement all necessary training for Food and Nutrition Services personnel.
10. Prepare information for School Board Executive Summaries.
11. Remain informed as to conditions and trends in the various markets from which the School Board obtains its products.
12. Keep supervisor informed of potential problems or unusual events.
13. Maintain a network of peer contacts through professional organizations.
14. Represent the District in a positive and professional manner.

15. Keep informed and disseminate information about current research, trends and best practices in areas of
16. responsibility.
17. Provide leadership and guidance in the development of annual goals and objectives for assigned responsibilities.
18. Attend training sessions, conferences and workshops to keep abreast of current practices, programs and legal issues.
19. Supervise assigned personnel, conduct annual performance appraisals and make recommendations for
20. appropriate employment actions.
21. Prepare or oversee the preparation of all required reports and maintain all appropriate records.
22. Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of
23. funds, delivering services and evaluation of services provided.
24. Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.
25. Use appropriate styles and methods to motivate, gain commitment and facilitate task accomplishment.
26. Perform other tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force 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.

Board approved:  
05/14/2019

**SALARY SCHEDULE: SAMP**  
**PROPOSED PAY GRADE: D09**  
**SHORT TITLE: TBD**  
**STATE JOB CODE: 76010**