

Cypress-Fairbanks Independent School District

Assistant Director Nutrition Services, Purchasing (8226)

JOB POSTING

Job Details

Posting ID

8226

Title

Assistant Director Nutrition Services, Purchasing

Description

QUALIFICATIONS:

1. Bachelor's Degree or higher from an accredited college or university in Nutrition, Business, Finance, Supply Chain, or a related field.
2. Minimum of three (3) years of successful experience in food purchasing, with knowledge of the USDA National School Lunch Program purchasing guidelines.
3. Registered Dietitian preferred.
4. Training and/or experience in cost accounting.
5. Proficiency in computerized data entry and analysis including MS Excel, MS Word, MS Outlook, Adobe Professional, Ionwave or other computer-based purchasing programs.
6. Working knowledge of specification writing and federal/state procurement laws.

TERMS OF EMPLOYMENT:

Annual Contract: 250 days

SALARY:

\$75,163 (BA 5)

Salary Range (based on experience) as set by the Board of Trustees for the school year 2022-2023

ESSENTIAL FUNCTIONS:

1. Direct all bid procedures, bid openings, and evaluation of the bidding process.
2. Oversee annual taste test, coordinate vendor participation, and marketing of the event to parents and students.
3. Coordinate the purchase of products including food, disposables, equipment, parts, and repairs.
4. Develop and maintain a current purchasing resource library and contract list.
5. Develop specifications for food and supplies that comply with NSLP regulations and/or district needs.
6. Oversee the USDA commodity assistance program.
7. Coordinate the purchasing calendar of the Nutrition Services Department.
8. Receive, record, and certify written or oral bid quotations as required.
9. Oversee the placing of orders with vendors on a timely basis according to inventory needs.
10. Request and file CN labels and nutritional analysis and ingredients on all products.
11. Maintain appropriate vendor files.
12. Verify receipt of product into the warehouse.
13. Monitor the commodity usage and months of product on hand.
14. Request and file MSDS sheets on appropriate products.
15. Write and maintain the Nutrition Service department procurement procedures.
16. Assist in planning and conducting in-service meetings, monthly meetings, and training programs.
17. Support the Nutrition Services department with regular and reliable attendance.
18. Perform other duties as assigned by the Nutrition Services Director.

SAFETY RESPONSIBILITY:

All nutrition service employees must use good body mechanics and follow safe working procedures including infection control. The employee must report any unsafe condition to a manager or supervisor and demonstrate no on-the-job injuries due to a lack of good safety practices. On-the-job accidents must be reported immediately to the manager or supervisor and an accident report completed.

DISCLAIMER:

This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

WORKING CONDITIONS:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Sitting/Standing for prolonged periods of time; walking; carrying; pushing/pulling and lifting over 60 pounds. Frequent contact with companies, vendors, and district/ campus employees.

DEADLINE TO APPLY:

November 18, 2022, or until filled

Applications will be reviewed.
Not all applicants will be interviewed.

Hiring managers may choose to email you regarding this application. Please monitor your email regularly for any communication.

<i>Shift Type</i>	Full-Time	<i>Salary Range</i>	\$75,163.00
<i>Salary Code</i>	Per Year	<i>Position Type</i>	District Administrator
<i>External Job Application</i>	Administrator - (NON-CAMPUS)	<i>Internal Job Application</i>	Administrator - (NON-CAMPUS)
<i>Location</i>	NUTRITION SERVICES	<i>Posting Status</i>	Filled
<i>Minimum Qualifications Screening</i>	Assistant Director Nutrition Services, HR		

SchoolSpring

<i>Job Categories</i>	--
<i>Job Type</i>	Not provided
<i>Grade Level(s)</i>	Not applicable
<i>Degree Preferred</i>	Not applicable ("Degree Preferred" will not appear on job posting)
<i>Experience Preferred</i>	--
<i>Work Eligibility</i>	Not required to apply
<i>Employment Start Date</i>	Start Immediately

Job Application Timeframes

<i>Internal Start Date</i>	<i>General Start Date</i>	11/04/2022
<i>Internal End Date</i>	<i>General End Date</i>	11/18/2022

Job Pools

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
Default	1		

Alternate Job Contact

<i>Name</i>	Suzie Hunter	<i>Title</i>	Director Nutrition Services, HR
<i>Location</i>	NUTRITION SERVICES	<i>Phone</i>	
<i>Email</i>	suzy.hunter@cfisd.net		

References

<i>Automatically Send Reference Check</i>	Yes	<i>Reference Check Form</i>	Administrator - (Non-Campus) - Reference Form
---	------------	-----------------------------	--