



**Job Title:** Supervisor, Food and Supply Acquisition

**Exemption Status/Test:** Exempt

**Reports to:** Assistant Director of Nutrition and Menu Operations

**Date Revised:** November 18, 2016

**Dept. /School:** Student Nutrition Services

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**Primary Purpose:**

Responsible for acquiring materials to fulfill requests for purchases, including preparing purchase orders and handling inquiries about orders. Follows through with purchase form order placement to fulfillment and ensures order arrives undamaged and on time. Manage material flow to insure inventory is maintained to the optimum level to support on time school deliveries while keeping inventory holdings at the appropriate levels.

**Qualifications:**

**Education/Certification:**

Bachelor's degree in purchasing, business, food services management, nutrition or related field  
School Nutrition Specialist preferred  
Clear and valid Texas driver's license

**Experience:**

Minimum of four (4) years in food purchasing operations preferred school food service

**Special Knowledge/Skills:**

Demonstrated knowledge of the technology used to capture and analyze data to accurately forecast demand for food and supplies and re-order levels  
Demonstrated ability to develop specific plans to prioritize, organize and accomplish work in a timely manner  
Demonstrated organizational skills and the ability to work with and maintain detailed and accurate records  
Demonstrated ability to identify processes needing improvement, and to recommend improvements  
Demonstrated knowledge of procurement, inventory control and operations in the food services industry  
Demonstrated ability to function effectively with all levels of management throughout the district  
Demonstrated ability to positively represent the district to the public and to district suppliers  
Demonstrated understanding of governmental and district requirements and ability to ensure adherence to all purchasing regulations  
Demonstrated ability to emphasize the importance of customer services to department personnel  
Demonstrated organizational, communication, management, and interpersonal skills required to achieve the goals of the position

**Major Responsibilities and Duties:**

1. Solely responsible for accurate and timely ordering of all food and disposable items warehoused by the department. (Approximately 15 million dollars in value per year.)
2. Solely responsible for determining quantity of products to order.
3. Evaluate usage reports and develop ordering processes.
4. Serve as the primary point of contact for department regarding vendor performance and possible issues. If problem exists, will identify source of problem and resolve as soon as possible.

5. Develop bid specifications and coordinate testing of bid samples.
6. Act as liaison with procurement department to ensure good vendor relationships and compliance with contract requirements.
7. Work closely with Warehouse Supervisor to verify items and quantities delivered; resolve shipping discrepancies or damaged products; assist with warehouse inventory and cycle counts.
8. Develop order entry schedule and process for managers and supervisors.
9. Responsible for maintaining and developing warehouse par levels.
10. Routinely visit district cafeterias to evaluate the quality of food and services.
11. Foster an environment in which open communication and feedback from cafeteria managers and supervisors is encouraged and valued.
12. Stay abreast of best practices, laws, regulations, policies, and emerging technologies related to school food service operations, and communicate to appropriate department personnel.
13. Performs all other tasks and duties as assigned.
14. All federally funded incumbents of this position must comply with time and effort reporting requirements through personnel activity reports or periodic certification, as appropriate.

### **Supervisory Responsibilities**

None.

### **Mental Demands/Physical Demands/Environmental Factors**

**Tools/Equipment Used:** Standard office equipment including personal computer and peripherals; district vehicle

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged and irregular hours; frequent districtwide travel

**Mental Demands:** Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsible and duties that may be assigned or skills that may be required.