



## **Sec 6 / CNP-Inventory Control**

### **Purpose Statement**

The job of Sec 6 / CNP-Inventory Control is done for the purpose/s of monitoring and maintaining current levels of inventory of USDA food and commodities, supplies, and equipment at multiple school kitchens; procurement of equipment, small wares, and supplies for district kitchens according to existing Federal Regulations, State Procurement Code and Regulations, and local procurement policies; manage daily program inventory needs; coordinate receiving and transfer of USDA food and commodities between district kitchens; and on-site, job-specific training for Managers and Cooks on inventory management and control.

This job is distinguished from similar jobs by the following characteristics: Requires frequent travel between schools in various weather conditions.

This job reports to Director of Child Nutrition

### **Essential Functions**

Assists in the planning and coordination of manager meetings, job specific trainings, and special workshops determining agenda needs from identified problems, new directives, and instructions on inventory control and maintenance for the purpose of providing training, improving efficiency, and ensuring compliance.

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Ensures that food items for production are delivered to each school as scheduled and in good condition and quality. Contacts vendor with discrepancies and ensures replacement product and/or credits are received for the purpose of maintaining product quality, minimization of product loss, and cost control while adhering to detailed accounting and auditing procedures.

Maintains accurate physical inventory of food service items keeping Food Service Director informed of inventory for the purpose of maintaining adequate inventory for food service operations.

Monitors individual school food and supply orders and contacts managers regarding over and under ordering for the purpose of ensuring accurate inventory orders and cost control.

Monitors food inventory in each food service unit, assisting managers with inventory control and utilization of surplus inventory for the purpose of maintaining accurate and current levels of inventory for production.

Oversees the organization of inventory in kitchens to ensure efficient product storage and handling in compliance with state and Federal regulations applying FIFO First-In, First-Out rotation method. Creates and maintains physical inventory worksheets and labeling systems for the purpose of managing kitchen inventory and removal of oldest items in inventory first when items are used according to standard operating procedures.

Participates in a variety of department and in-service meetings for the purpose of providing and/or receiving information, and supporting the needs of attendees.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares and maintains accurate written procedures using appropriate computer software (e.g. primary inventory control functions and processes, training materials, correspondence, forms, and manuals, etc.) for the purpose of ensuring accuracy and integrity of the inventory management system implemented.

Procures equipment, small wares, and supplies for kitchens following established district criteria and appropriate Federal procurement methods. Issues purchase orders and payment authorizations using approved district accounting system for the purpose of maintaining effective and functioning work units.

Provides routine management data regarding inventory performance for the purpose of evaluating and monitoring usage and cost of products and supplies based on student participation.

Provides backup to CNP Administrative Secretary by preparing a variety of documents and materials of a confidential and non-confidential nature (e.g. applications for free and reduced-price meal benefits, payroll and Human Resources documents, invoices, vended meal contract billing, requisitions, refunds, deposits from child nutrition program and catering sales, receipts, journal entries, FFVP orders, operational procedures, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.

Responds to inquiries from a variety of internal and external parties (e.g. district staff, managers, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Supports assigned administrator and administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Trains managers and kitchen staff on site on a variety of job-specific subjects (e.g. electronic purchasing and ordering, generating forecasts, inventory tracking, receiving orders in real-time processes, transfers and adjustments, periodic physical and perpetual inventory management and control methods, etc.) for the purpose of providing immediate inventory levels and valuation for kitchens to site managers and central office and tracking USDA inventory movement through every step of ordering, receiving, and production.

Verifies that commodity and commercial products on hand in kitchen inventory meets Buy American Provision requirements for the purpose of ensuring compliance with Federal regulation requiring SFAs to purchase, to the maximum extent possible, domestic commodity and product.

Visits schools regularly to perform on-site monitoring of kitchen inventory levels and maximize the working capital available for the purpose of efficiently tracking USDA inventory movement through every step of purchasing, ordering, receiving, and production.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; type minimum 50 wpm; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; concepts of grammar, spelling and punctuation; office equipment and technology.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: maintaining confidentiality; meeting deadlines and schedules; working with detailed information/data; adapting to changing work priorities; communicating with persons of diverse backgrounds; setting priorities; working as part of a team; working with frequent interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing

other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 30% sitting, 25% walking, and 45% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

Pre-employment Proficiency Test  
ServSafe Certification

**Certificates and Licenses**

Driver's License & Evidence of Insurability  
ServSafe Certificate  
SNA School Nutrition Association Level 3 Certification

**Continuing Educ. / Training**

Regularly as needed to perform changing essential functions of position  
Annually to meet 2010 Healthy Hunger-Free Kids Act  
Professional Standards Requirements

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

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