



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA
JOB DESCRIPTION

POSITION TITLE: ~~Purchasing Agent II—School Food Service~~
Specialist, Food and Nutrition Services Equipment & Supplies

JOB CODE: DD-094.2

CLASSIFICATION: Exempt

PAY GRADE: 22 Steps (1-5)

BARGAINING UNIT: BTU-TSP

REPORTS TO: ~~Executive Director, Food & Nutrition Services~~ Director, Food and Nutrition Services

CONTRACT YEAR: Twelve Months

POSITION GOAL: ~~To coordinate, within assigned categories, the professional purchasing of food items, materials, supplies and equipment for the School Food Service Departments of the School System. To assist with the coordination of purchasing activities in compliance with the Food and Nutrition Services Department, state and federal agencies that regulate food service operations established standards and regulations.~~

ESSENTIAL PERFORMANCE RESPONSIBILITIES:

The ~~Purchasing Agent II—School Food Service~~ Specialist, Food and Nutrition Services Equipment & Supplies shall carry out the essential performance responsibilities listed below.

- ~~supervise clerical staff in the performance of assigned duties.~~
- Partner with Procurement and Warehousing Services on the purchase of equipment, food, materials, and supplies, and equipment for all School Food Service activities the for Food and Nutrition Services (FNS), in accordance with established procedures.
- exercise direct contact Work with vendors to resolve issues related to products, services and warranties, and ensure adherence to contractual agreements. insure performance and follow up on alleged discrepancies and nonperformance.
- maintain an adequate supply of small equipment, paper products and supplies in the warehouse for the schools throughout the year and assist Director, Scholl Food Service in determining quantities of large equipment to maintain for warehouse stock.
- Assist with the assessment of FNS inventory within the central warehouse to ensure an adequate supply of all needed materials.
- write, edit, recommend and coordinate standard product specifications and bid conditions and analyze price comparison with market trends, economy and availability of products to determine the procurement process for obtaining the most appropriate School Food Service products at the lowest and best price.
- Partner with Procurement and Warehousing Services to locate vendor sources, negotiate pricing, evaluate complex bids, and make award recommendations.
- initiate all requisitions for the purchase of replacement and additional equipment for school food service departments. Assist Supervisor, Food and Nutrition Equipment and Supplies, in initiating requisitions for the purchase of replacement equipment, additional equipment, and stock replenishment for the central warehouse.
- ~~serve as liaison person between the Purchasing Department and the Director, Food & Nutrition Services in the procurement of food, equipment and supplies.~~
- Expedite the solution of equipment and facilities, maintenance and repairs problems. Utilize policies and procedures to expedite solutions and resolve equipment and supply issues, and escalate as appropriate, in collaboration with Physical Plant Operations (PPO).
- ~~supervise the budget expenditures of equipment, maintenance, and repairs.~~
- Partner with Procurement and Warehousing Services to solicit written, telephone and/or online pricing quotes for materials and services required by the end users.
- assist Assist in coordinating all phases of purchases for food service departments the purchase of Food and Nutrition Services items in new schools, and maintain accurate files and records of equipment, materials and supplies purchased.
- Assist with research of product specifications to confirm suitability, competitiveness and cost effectiveness.

- ~~meet~~ Meet and deal effectively with the general public, staff members, and District and school administrators ~~and other contact persons~~, using tact and good judgement.
- Perform and promote all activities in compliance with the equal employment and non-discrimination policies of The School Board of Broward County, Florida.
- ~~participate, successfully,~~ Participate in the training programs offered to increase enhance the individual's skill individual skills and proficiency related to the assignments job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job ~~responsibility responsibilities.~~
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow federal and state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by the Executive Director, Food & Nutrition Services immediate supervisor or designee.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- ~~Minimum of one (1) year satisfactory purchasing experience as Purchasing Agent I in the Broward County School System.~~
- A minimum of two (2) years, within the last five (5) years, of experience and/or training in the field related to the title of the position.
- ~~Knowledge and experience in preparing bid specifications of categories of standard and complex School Food Service food items, materials, supplies, and equipment of school system programs;~~ Knowledge of standard procurement practices and the ability to apply this knowledge to prepare bid specifications for standard and complex materials, supplies and equipment.
- Strong verbal and written communication skills.
- ~~ability~~ Ability to communicate with diverse groups of requestors and vendors.
- Knowledge of inventory procedures and records for warehouse materials and equipment.
- Computer skills as required for the position.

PREFERRED QUALIFICATIONS & EXPERIENCE:

- ~~Preferred degree majors include Business Administration or other acceptable fields.~~
- ~~Certificate in Purchasing Management; Certified Purchasing Manager (CPM) or Certified Public Purchasing Officer (CPPO) is preferred.~~
- Knowledge of state and local government purchasing policies and procedures.
- Prior work experience as a Purchasing Agent.
- Bilingual skills preferred.

SIGNIFICANT CONTACTS – frequency, contact, purpose, and desired end result:

Works with school staff, District staff, United States Department of Agriculture (USDA), Florida Department of Agriculture and Consumer Services, and Florida Department of Health, to ensure that quality standards are met in all areas of food services.

PHYSICAL REQUIREMENTS:

Light work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, 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 School Board.

EVALUATION:

Performance will be evaluated in accordance with Board Policy.

Board Approved: 2/16/84 &

Adopted: 3/1/84

Item G-7: 11/6/86

Alignment Title Change: 3/19/96; 9/11/2001 (Item G-3 Amendment)

Board Adopted: 12/16/03

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