



THE SCHOOL BOARD OF BROWARD COUNTY, FLORIDA  
JOB DESCRIPTION

POSITION TITLE: ~~Purchasing Agent, Food Service~~ Supervisor, Food and Nutrition Services Equipment & Supplies  
JOB CODE: DD-093  
CLASSIFICATION: Exempt  
PAY GRADE: 25  
BARGAINING UNIT: BTU-TSP  
REPORTS TO: Director, Food & and Nutrition Services or Designee  
CONTRACT YEAR: Twelve Months

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POSITION GOAL: ~~Contribute to the development, and maintenance and continued improvement of a food services program for the students of Broward County that is of the highest quality and in accordance with all applicable laws and dietary guidelines as well as School Board policies, by ensuring that all dDistrict food service facilities are properly designed, equipped, and supplied.~~

**ESSENTIAL PERFORMANCE RESPONSIBILITIES**

The ~~Purchasing Agent, Food Service~~ Supervisor, Food and Nutrition Services Equipment & Supplies shall carry out the performance responsibilities listed below.

- Supervise staff as assigned in the performance of job duties.
- ~~Develop~~ Develop, review, and analyze technical specifications for equipment, chemicals and supplies to ensure product selections are appropriate for departments and school-based needs.
- Partner with Procurement and Warehousing Services to locate vendor sources, negotiate pricing, evaluate complex bids, and make award recommendations.
- Create purchase orders for equipment, materials and supplies in accordance with bid specifications.
- Partner with Procurement and Warehousing Services on the purchase of equipment, materials, and supplies for Food and Nutrition Services (FNS) that meet the designated need, perform as expected, and are of the highest value to the district in accordance with state and District requirements and regulations.
- ~~maintain~~ Maintain current and accurate records of school capital inventory and assist ~~Principals and other responsible assigned~~ personnel to reconcile with reconciling inventory discrepancies.
- Research product specifications to confirm suitability, competitiveness and cost effectiveness.
- ~~maintain productive communication~~ Work with vendors to ensure resolve issues related to products, services, and warranties, and ensure adherence to contractual agreements. ~~performance, follow up on alleged discrepancies, and remain current on product enhancements.~~
- ~~actively participate~~ Participate in Facility DRC (Design Review Committee) kitchen facility design meetings. Consult with project managers, ~~in house and consulting~~ architects, and engineers to ensure that the kitchens are properly designed with adequate ~~and proper~~ placement of equipment and utilities.
- ~~review~~ Conduct on-site inspections of existing kitchens facilities for inadequacies. ~~Frequent site visits for complete analysis may be necessary. Meet or consult~~ Consult with administrators, FNS managers, or maintenance personnel Physical Plant Operations staff and other stakeholders to ~~submit, consolidating data,~~ recommendations for the upgrade and enhancement of equipment and ~~direct infrastructure~~ upgrades to the facility based on the data.
- Establish, plan and coordinate procedures for transporting and distributing equipment and supplies from the warehouse to schools and/or between schools, moving details by communicating with several departments when relocating from an existing kitchen to a new facility. ~~Coordination includes detailed packing plan, verbal communication of plan, and providing direction to all parties to ensure a timely and successful move.~~

- ~~provide managerial support to school based personnel in case of major problems or emergencies in areas of responsibility. Use decisiveness and quick action to resolve the problem. Direct managers on equipment warranty or repair procedures. Guide managers and supervisors with tracking equipment warranties and repair procedures.~~
- ~~Ascertain~~ Ensure that proper procedures are followed regarding new installations, ~~and initiate changes in procedure with vendors and maintenance when necessary.~~ Coordinate required inspections of all newly installed equipment and ~~ensure~~ ensuring adequate corrective measures are implemented to replace, repair or salvage equipment taken where required.
- ~~a~~ Assist with punch lists for new school kitchens. Organize lists and provide written documentation to the Facilities regarding contract deficiencies. Requires site visit.
- ~~oversee Food & Nutrition Services section of the central warehouse ensuring that inventories are sufficiently maintained, vendors comply with the contractual obligations, and that proper procedures are followed by all parties in the delivery of supplies.~~ Assess FNS inventory within the central warehouse to ensure an adequate supply of all needed materials. Advise and assist warehouse personnel and managers ~~when problems arise~~ of inventory discrepancies.
- Oversee the work of assigned staff, providing feedback and coaching as needed and conducting annual performance evaluations in accordance with District guidelines.
- ~~develop~~ Develop and ~~update~~ maintain warehouse the FNS delivery schedule. Revise schedule annually or as needed for Food & Nutrition Service.
- ~~act as department liaison between the schools, central warehouse, facilities, maintenance, capital assets, and auditors to with school base administrators and District.~~
- ~~remain~~ Remain current on new and improved equipment and products available for use in school food service facilities by maintaining communication with other school districts, meeting with vendors, reviewing industry publications and attending tradeshow.
- ~~supervise~~ Supervise activities of assigned staff to ensure accurate and timely performance of duties such as expediting orders, on-line receiving, and maintaining accurate purchasing, records ~~and warranty records, and maintaining accurate inventory records.~~
- ~~make presentations periodically to large groups at manager in service meetings. Teach intern class once per year.~~
- Support the Director of Food and Nutrition Services by ensuring that departmental priorities and projects assist in achieving the District's Strategic Plan.
- ~~perform~~ Perform and promote all activities in compliance with the equal employment and non-discrimination policies of ~~the~~ The School Board of Broward County, Florida.
- Participate in training programs to enhance the individual skills and proficiency related to job responsibilities.
- ~~review~~ Review current developments, literature and technical sources of information related to job responsibilities.
- ~~ensure~~ Ensure adherence to ~~good~~ safety rules and procedures.
- ~~follow~~ Follow Federal federal and State state laws, as well as School Board policies.
- ~~perform~~ Perform other duties as assigned by ~~Director, Food & Nutrition Services~~ immediate supervisor or designee.

#### MINIMUM QUALIFICATIONS & EXPERIENCE:

- An earned bachelor's degree from an accredited institution.
- ~~Minimum~~ A minimum of seven (7) five (5) years, within the last eight (8) years, of experience and/or training in the field related to the title of the position.
- Knowledge of standard procurement practices and the ability to apply this knowledge to prepare bid specifications for standard and complex materials, supplies and equipment.
- Excellent verbal and written communication.
- Computer skills required as needed for the position.

**PREFERRED QUALIFICATIONS & EXPERIENCE:**

- Preferred work experience to include five (5) years in an environment requiring specific knowledge Knowledge of state and local government purchasing policies and procedures and two (2) as a Purchasing Agent in a school district.
- Experience managing warehouse inventory, records control and the ability to communicate with diverse groups of requestors and vendors preferred.
- Prior work experience as a Purchasing Agent.
- ~~Having a certificate in Purchasing Management; Certified Purchasing Manager (CPM) or Certified Public Purchasing Officer (CPPO) is preferred.~~
- 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 of performance are being met in all areas of the food service program.

**PHYSICAL REQUIREMENTS:**

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

Board Adopted: 12/16/03

Board Adopted: 3/16/04