

JOB DESCRIPTION

POSITION TITLE: Field Support – Associate Director, FNS	JOB CODE: 454A
DIVISION: Business Services	SALARY SCHEDULE: Professional/Supervisory Support
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 238
REPORTS TO: Executive Director, Food and Nutrition Services	PAY GRADE: Rank B (NK02)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Supervise and coordinate the receipt and distribution of all purchased equipment, food, materials and supplies, and performs other activities to support the food and nutrition needs of the School District. Represent the best interest of FNS in the design process and construction of new kitchen facilities and renovations of existing kitchen facilities. Manage and performs duties required for USDA commodity food entitlements to be utilized to the maximum extent possible. Assists the Executive Director of FNS in all matters relating to the maintenance and construction of FNS properties, as well as oversee all functions relating to FNS Maintenance personnel and projects.	

REQUIREMENTS:

1.	Educational Level: Educational Level: Bachelor Degree or its equivalency required (2 years of similar work level experience = 1 year of college) may be used to meet the degree requirement combination of experience and education
2.	Certification/License Required: Valid Georgia Driver's License
3.	Experience: 3 years combined experience in supervision, warehouse management, performance monitoring and documentation, purchasing, accounting, large kitchen equipment and kitchen design; USDA Commodity management; WBSCM Commodity Ordering system; USDA Commodity Bid Processing; Federal Guidelines that govern the National School Lunch Program
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities; able to occasionally work near moving mechanical parts and in outside weather conditions; frequent exposure to extreme cold and/or heat
5.	Knowledge, Skills, & Abilities: Written and oral communication; leadership, analytical and detailed independent judgment

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Supervises daily activities of the FNS warehouse staff, delivery staff, senior buyer, FNS maintenance foreman and clerical support staff.
3.	Oversees evaluation of FNS warehouse, delivery staff, senior buyer, FNS maintenance foreman and clerical staff.
4.	Coordinates with warehousemen regarding the efficient and accurate receipt of all FNS supplies and USDA commodities ordered for the School District and shipment to the appropriate schools.
5.	Maintains accurate FNS warehouse inventories and levels.
6.	Implements quality control procedures for warehouse operation.
7.	Oversees space allocation requirements and general appearance of FNS warehouse working environment.
8.	Evaluates and plans for large and small equipment utilized in the FNS warehouse operation.
9.	Assists architect in gathering technical specifications for FNS large kitchen equipment needed; reviews new FNS project specifications; reviews plans for new FNS construction and FNS renovation.
10.	Provides analysis and allocation of FNS space and relocation of FNS services and equipment to facilitate construction, monitors and reassesses if and when necessary during construction.

11.	Inspects current FNS project sites to monitor construction in progress; reports items found not to be in compliance with drawings and specifications.
12.	Reports to Executive Director any areas of concern or need to deviate from original plan requiring change orders and or allocation of funds.
13.	Conducts final FNS inspection to generate FNS punch lists for consideration and recommends FNS acceptance once project is complete.
14.	Ensures that procurement meets the needs of FNS, including maintaining accurate records, adhering to budget and State/Federal regulations, and meeting customer needs.
15.	Plans budget for warehouse and procurement areas (approximately seventeen million dollars).
16.	Analyzes historical commodity purchase data with future menus to create projected usage.
17.	Organizes the physical layout and storage of all FNS materials and commodities; initiates commodity orders through USDA and State BOE; validates, examines and reports receipt of commodity deliveries; maintains and inspects commodity inventory for proper handling, identification, and expiration date.
18.	Monitors commodity allocations being held at multiple processing plants; supports commercial purchasing with commodity inventory analysis and menu recommendations.
19.	Ensures effectiveness of FNS Maintenance team through monitoring of work orders and purchasing approvals.
20.	Assists the Executive Director in preparing annual budget, and develops short and long range goals and objectives for FNS warehouse.
21.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____