

Garrard County Schools

Commodities Coordinator – Annual Stipend Position

JOB DESCRIPTION

CLASS TITLE: Commodities Coordinator

REPORTS TO: Food Service Director

EXEMPT STATUS: Non-Exempt

BASIC FUNCTION:

Responsible for managing the ordering, receipt, storage, distribution, and utilization of USDA food commodities provided to the school district's nutrition program ensuring compliance with established federal regulations, proper inventory control, and efficient use of the commodities to ensure nutritious, reimbursable meals are served consistently across every federal program participated in by the Garrard County School District while achieving maximum use of federal commodity entitlement funds.

REPRESENTATIVE DUTIES:

- Plan and project commodities allocations for upcoming school year working fluidly with Food Service Director to create nutritious, compliant meals from products available via the bid process and commodity entitlement
- Collaborate with school nutrition managers to incorporate commodities into menus while adhering to nutritional guidelines
- Calculate cases needed to accommodate upcoming school year's menu utilizing number of times served and pounds required of a commodity product to make a case.
- Cost out meals and examine nutrients utilizing commodity products
- Place orders for USDA commodities based on projected needs and student counts
- Coordinate with Ky Dept of Ag and Processing Brokers throughout the school year to maintain commodity levels needed to supply the menu throughout the school year
- Ensure Garrard County School District menus utilize the maximum allowable commodities entitlement based on previous year's participation
- Maintain accurate records of commodity inventory levels using a tracking system for all commodities brought into the Garrard County School District
- Allocate commodities to individual school sites based on meal counts and menu needs
- Coordinate all incoming commodity delivery schedules and logistics with school nutrition managers by communicating the expected delivery dates and what items will be brought in
- Conduct regular commodities inventory audits to identify discrepancies, shortages, and adjust ordering accordingly
- Monitor commodity usage to identify opportunities for optimization and cost savings
- Generate reports on commodity usage, inventory levels, and compliance with federal guidelines

- Ensure compliance with all USDA regulations regarding commodity handling, storage, and usage
- Participate in commodity specific trainings, completing all required paperwork associated with that training to ensure compliance
- Maintain documentation for audits and inspections
- Communicate with Food Service Director regarding program needs and any issues that arise with commodity usage and inventory levels
- Communicate with school nutrition managers and Food Service Director regarding menu item substitutions for commodity shortages
- Maintain regular attendance
- Duty to report to work
- Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Strong understanding of USDA Commodities and Processed Food allocations forecasting and ordering procedures
- Current applicable District, Federal, and State laws, rules, and regulations related to food service
- Nutrition principles, standardized recipe development, food preparation, food safety, sanitation, and operation regulations and requirements
- Microsoft Office Suite (especially Excel Spreadsheets) and all applicable School Nutrition Menu Planning and Food Ordering Software (Specifically: Web-based Supply Chain Management USDA Ordering Portal; K12 Foodservice; ProcessorLink; Gordon Food Service Ordering, Inventory, and Reporting; HPS Recipe Planner, and HPS Menu Planner)
- Procedures used in ordering, receiving, storing, and inventorying food and supplies
- Health and safety rules and regulations pertaining to food establishments, including sanitation and maintenance regulations
- Budget preparation and control
- Record-keeping techniques
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Inventory methods and practices

ABILITY TO:

- Assure compliance with District, State and Federal requirements for Nutrition Programs
- Project commodities needs for a well-balanced, nutritional, compliant, and appetizing menu within a fixed entitlement budget
- Perform culinary math with speed and accuracy
- Read, interpret, apply, and explain federal, state, and local rules, regulations, policies and procedures concerning nutrition, meal pattern compliance, food production, sanitation, and procurement

- Quickly and routinely assess price impact, portion controls, food ordering methods, and inventory/storage standards
- Meet schedules and timelines
- Utilize technology required to plan and project commodities needs to produce standardized recipes and cycle menus for upcoming school year
- Plan and organize work
- Maintain records and prepare reports
- Communicate effectively both orally and in writing
- Work independently with little direction

PHYSICAL DEMANDS

- Work is performed while standing, sitting and/or walking
- Requires the ability to communicate effectively using speech, vision and hearing
- Requires the use of hands for simple grasping and fine manipulations
- Requires bending, squatting, crawling, climbing, reaching
- Requires the ability to lift, carry, push or pull medium weights, up to 50 pounds

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or GED certificate as required by Kentucky law, 5+ years Food Service Experience utilizing USDA School Nutrition guidelines and menus

LICENSES AND OTHER REQUIREMENTS:

Must have achieved or be willing to earn SNA Level 2 Certificate or higher within 3 years of hire. Annual renewal of the certificate should include 8 hours of applied nutrition and healthy meal planning and preparation

SALARY RANGE: \$4,000 per year