



LOWER DAUPHIN SCHOOL DISTRICT

Job Description 5.05

Food Services and Purchasing Coordinator

I. Basic Function

The Food Services and Purchasing Coordinator provides oversight of the district's food service operation and ensures accurate recordkeeping, purchase order processing, check generation and associated reporting through the Child Nutrition Program Electronic Application and Reimbursement System (PEARS) through the Pennsylvania Department of Education.

Minimum Qualifications

Associate's degree or equivalent educational experience, with academic major in Food and Nutrition, Food Service Management, Culinary Arts, Business, or a related field **and** at least two years of relevant school nutrition programs experience. Proficient knowledge of Microsoft Word, Excel and Outlook required.

II. Principal Activities

A. National School Lunch Program and Seamless Summer Option

1. Maintain records for the National School Lunch Program (NSLP) and the Seamless Summer Option (SSO) in compliance with standards established by USDA and PDE.
2. Conduct the RFP process for the selection of the Food Service Management Company and submit the required documents for the RFP and renewal years to PDE.
3. Enter the program application and related building data and Food Service Management Contract data on the PDE website, PEARS, annually.
4. Download forms from the PEARS site, update with district specific information, and distribute to building secretaries for the annual NSLP household application and notice of determination to families.
5. Enter and maintain household data in the cafeteria point of sales software and distribute information to the buildings, resolving discrepancies as needed.
6. Upload student data files into PrimeroEdge, reconcile and download matched students then coordinate the Direct Certification Process with the building secretaries and enter the results on PEARS website in accordance with PDE deadlines.
7. Perform the Verification Process for review of household applications annually in accordance with PDE guidelines.
8. Complete the On-Site Monitoring requirement by visiting each site at least once annually and completing the monitoring form provided by PDE.
9. Submit the monthly requests for reimbursement on the PEARS website based on the meals served report provided by the Food Service Management Company.

Lower Dauphin School District – Food Services and Purchasing Coordinator (con't)

10. Complete the required annual online training module for the NSLP program and maintain the level of training required for the Professional Standards for School Nutrition Program Professionals.

B. Purchase Orders and Check Processing

1. Process purchase orders, maintain vendor files, and encumber purchase orders for all district funds.
2. After receiving administrative approvals, mail the purchase order to the vendor and file the school district copy until proof of receipt is returned from the originator.
3. Open mail and distribute, filing invoices with purchase orders in the open files or tracing them to a building, sending copies when needed.
4. Monitor purchase orders prepared across the district to determine that the selected vendor is providing the most competitive pricing.
5. Assist other district employees in tracing purchase orders as to their status, when they were sent out, when they were paid, etc.
6. Provide guidance to building staff for purchasing procedures and possible vendors for the items being purchased.
7. Answer questions from vendors regarding the status of invoices and payments.
8. Produce checks based on proper invoices and documentation for the Cafeteria Fund, Student Activities Fund and Athletic Fund.
9. In the absence of the District Comptroller, schedule General Fund bills for payment, print checks, and handle other matters as needed.

C. Bids

1. Prepare bids for distribution to vendors and maintain files and reports for bid quotes received from vendors.
2. Prepare account breakdown of bids for the buildings after the low bid has been established and generate purchase orders when needed.
3. Coordinate the bid process with building secretaries for joint purchasing bids, serving as the district point of contact for deadlines and purchase orders.

D. Deposits

1. Receive certain district receipts and verify accuracy of deposits, appropriately documenting amounts.
2. Prepare deposit slip and detailed listing of account numbers for budgetary posting.

E. General

1. Cooperate with all state and local auditors, providing information as requested.

Lower Dauphin School District – Food Services and Purchasing Coordinator (con't)

2. Maintain filing system for both correspondence and purchase orders on a daily basis or as needed.
3. Provide coverage for absent co-workers and accept other duties and responsibilities as assigned by the Business Manager.

III. Primary Relationships

A. Business Manager

The Food Services and Purchasing Coordinator is directly supervised by the Business Manager.

B. Other Staff Members

The Food Services and Purchasing Coordinator strives to maintain professional, cooperative and respectful relationships with all other district employees.

C. Public

The Food Services and Purchasing Coordinator serves as a pleasant, helpful and positive representative of Lower Dauphin School District in all interactions with the community.

IV. Position Specifications

SPECIFIC SKILL SET:

1. Knowledge of school accounting, finance and internal audit procedures.
2. Strong computer skills including data entry, Microsoft Excel, Microsoft Word and FIS.
3. Above average analytical and problem solving abilities.
4. Maintain complete privacy of confidential and/or sensitive information.

REQUIREMENTS: Valid PA driver's license; valid Act 34, Act 114 and Act 151 clearances along with reliable vehicle for travel to and from the workplace.

PHYSICAL DEMANDS: Ability to stand, sit and walk, often for extended periods; able to type and use both hands for grasping and repetitive motions; some bending and twisting of the body required; ability to lift/carry no more than 30 lbs.

SENSORY ABILITIES: Visual and audio acuity including ability to read computer screens and written documents, use the telephone and speak clearly and distinctly.

WORK ENVIRONMENT: Typical office setting subject to inside and outside environmental conditions.

TEMPERAMENT: Must possess excellent interpersonal skills and be cooperative, congenial, service oriented and a team player along with the ability to work with frequent interruptions and under sometimes stressful conditions.

COGNITIVE ABILITY: Ability to organize, prioritize and multi-task, communicate clearly and effectively, work independently, exercise good judgment and follow written and verbal directions.

EVALUATION: Evaluated annually by Business Manager.

Lower Dauphin School District – Food Services and Purchasing Coordinator (con't)

(Reasonable accommodations may be made to enable a qualified individual with a disability(s) to perform the primary duties and responsibilities of this job.)