



POSITION DESCRIPTION

JOB TITLE: Food Service Inventory Associate Job Class:	
DATE	Office of Operations School Nutrition Services
Pay Schedule: Pay Range:	FLSA STATUS: <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non exempt
Management Approval:	
POSITION SUMMARY and PURPOSE: Oversees the inventory of food and supplies for Milwaukee Public Schools.	

ESSENTIAL FUNCTIONS: Indicate the approximate percentage of time devoted to each major task or group of related tasks. Summarize position in no more than 15 tasks, each of which requires at least 5% of incumbent's time.

NOTE: An essential function must meet the following criteria:

- 1) The reason the position exists is to perform that function,
- 2) No other employee is available to perform that function,
- 3) The function is highly specialized, and
- 4) Removing the function would fundamentally alter the job.

1. Maintains stock inventory records on materials and supplies for kitchen locations for the School Nutrition Services (SNS) department of Milwaukee Public Schools (MPS).
2. Monitors inventory and ensures adequate materials and supplies have been ordered. Creates a food loss report that result from cooler or freezer breakdowns.
3. Reviews and downloads all invoices and billing documents to ensure correct payments are processed. Maintains catering invoices.
4. Receives, deposits and logs rebate checks and surplus equipment checks. Updates the food cost report.
5. Reviews all site orders and consolidates them for communication to the prime vendor.
6. Provides assistance to School Kitchen Managers and food service assistants and provides necessary training on inventory procedures as necessary.
7. Keeps track of the district's USDA commodity usage and balances and communicates to the prime vendor.
8. Maintains and updates the menus, including nutritional information, and the production records.
9. **Conducts a physical inventory review on a regular basis. (monthly, quarterly – please advise).** Reports any discrepancies to management.
10. Submits nutrition claims to the Department of Public Instruction using the on-line claims form.

11. Serves as backup contact to the prime vendor and assists the accounting clerk as required.
12. Actively supports the MPS Strategic Plan.
13. Performs other duties as assigned.

SUPERVISION RECEIVED: (Indicate the extent to which work assignments and methods are outlined, reviewed, and approved by others.)

Receives regular supervision from the Administrator, School Nutrition Services

SUPERVISION EXERCISED: (List the number and titles of personnel directly supervised. Specify the kind and extent of supervision exercised by indicating one or more of the following: (a) assign duties; (b) outline methods; (c) direct work in process; (d) review completed work; (e) sign or approve work; (f) make hiring recommendations; (g) prepare performance appraisal; (h) take or recommend disciplinary action.

N/A

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education Requirements (Include certificates, licenses, and/or registrations required.)

A high school diploma or a GED is required. Additional education is desired.

Experience Requirements

One year of previous experience in a food management role in a school district, hospital environment or other large entity is required.

Knowledge, Skills, and Abilities

Effective oral and written communication skills are essential. An understanding of inventory practices is desired. Position requires experience with MS Office software, data entry and databases. Must be able to work with a diverse staff. Organizational skills are required.

WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

General office environment.

Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation.

General office environment, must be able to handle light lifting and occasional standing, bending.

THIS DESCRIPTION DOCUMENTS THE GENERAL NATURE AND LEVEL OF RESPONSIBILITY ASSOCIATED WITH THIS POSITION. IT IS NOT INTENDED TO BE A COMPREHENSIVE LIST OF ALL ACTIVITIES, DUTIES AND RESPONSIBILITIES REQUIRED OF INCUMBENTS. IT IS NOT INTENDED TO LIMIT OR MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT, AND MONITOR THE WORK OF EMPLOYEES UNDER SUPERVISION.