# Job Description

# Food Service Compliance Officer

Reports To: Director of Purchasing and Contract Administration

FLSA Status: Exempt

Department: Food Service

Prepared by: Human Resources

Date: June 18, 2020

Job Code: 11010

Range: 17

## Preface:

* This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work to be performed. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities, or working conditions associated with this position.
* There are marginal tasks employees are required to performed that are incidental to the primary duties and responsibilities.
* Positive personal characteristics required of all employees such as honesty, integrity, sobriety, and communication skills are presumed qualities.

## Primary Duties and Responsibilities:

Contract Management

* Familiar with Federal Acquisition Regulations related to procurement methods, thresholds, allowable and unallowable direct costs, and allowable and unallowable indirect costs
* Monitor the district processes for the National School Lunch and Breakfast Program including the approval of free and reduced applications, claims for reimbursement and order and tracking of USDA Commodity Donated Foods;
* Monitor internal controls to ensure the accuracy of lunch counts prior to the submission of the monthly claim for reimbursement to include periodic liaison with the district’s finance department;
* Monitor the Summer Food Service Program;
* Chair Menu Advisory Board and participate as an active member of the Health Advisory Council, School Advisory Councils and member of other committees that support and/or improve school nutrition;
* Participate in School Board quarterly presentations;
* Responsible for all reports as required by Florida DOE Food and Nutrition Management, Florida State Auditor’s Office and USDA;
* Monitor and train the food service office staff, cafeteria managers and food service employees on all matters related to the National School Lunch and Breakfast Program and may assist in training on other food service-related matters to include, but not limited to nutrition and safety;
* Perform periodic on-site reviews, monitor the National School Lunch Program, School Breakfast Program and the After-School Snack Program;
* Ensure that proper health certifications are maintained;
* Work with the district computer system to include finance, personnel, payroll and other functions;
* Set up and maintain detailed files and files letters, reports and related technical information in the prescribed manner;
* Type, perform data input, proof and process letters, forms, manuals, reports schedules, booklets, and related paperwork;
* Use computer and other technological equipment;
* Perform research and retrieval of records and data;
* Conduct statistical comparison of information for supervisor's use:
* Become a member of the Florida School Nutrition Association (FSNA) and School Nutrition Association (SNA).
* Perform related duties as required or assigned.

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* Write specifications for competitive solicitations, non-competitive solicitations and solicits prices for items that do not warrant written quotations or bids
* Receives, sorts and verifies invoices and purchase orders;
* Audits and processes invoices and purchase orders for payment;
* Maintains cash receipts journals;
* Ensures invoice discounts are used when available;
* Researches and resolves past due invoices;
* Makes appropriate decisions related to vendor issues;
* Deposits funds to proper accounts and depository daily;
* Creates and maintains spreadsheets for use in monthly processing of records and/or for requested reports;
* Uses word processing software and district email system for communications;
* Performs related duties as required or assigned.

## Supervision Received:

Director of Purchasing and Contract Administration

## Supervision Exercised:

Food Service Staff

## Minimum Qualifications & Skills:

* Bachelor’s degree and one (1)-year experience working with the National School Breakfast and Lunch Program and one (1)-year supervisory experience; or
* Associate’s degree and three (3) years’ experience working with the National School Breakfast and Lunch Program and three years supervisory experience; or
* High School diploma and ten (10) years’ experience working with the National School Breakfast and Lunch Program and ten years supervisory experience.

## Preferred Qualifications & Skills:

School Nutrition Association Professional Certification.

## Physical Demands

Must be able to operate a typewriter and keyboard; sit for long periods of time, communicate using speech hearing and vision skills. Lift up to 60lbs. Work performed in office and school food service facilities.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

## Terms of Employment:

Approved Compensation Plan

Educational Support Salary Schedule

## Job Benefits:

* Pension or Investment Plan provided by the Florida Retirement System (FRS)
* Personal and family health care plans available include medical, dental and vision
* Paid vacation, sick leave and optional personal leave

 ~~~~ Generous paid holidays. Holiday calendars for education support staff closely follow the calendars used for education staff