



Job Title:	Student Nutrition Commodity and Food Specialist	Wage/Hour Status:	Non-Exempt
Reports To:	Assistant Director	Pay Grade:	Paraprofessional Pay Group 4
Dept. /School:	Student Nutrition Office	Date Revised:	9/19/2018

Primary Purpose:

Work with USDA commodity foods and MISD warehouse to insure proper levels are maintained at all times. Work as liaison with MISD contracted food distributors to ensure timely deliveries of food to all campuses.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Ability to use calculator (10-key by touch)

Ability to use personal computer and software to develop spreadsheets and do word processing

Proficient skills in typing, keyboarding, and file maintenance

Ability to work with numbers in an accurate and rapid manner

Ability to meet critical deadlines

Experience:

One year experience in working with USDA commodities

Major Responsibilities and Duties:

Accounting/Records:

1. Using information from the TXUNPS website coordinate commodity delivery with MISD warehouse foreman.
2. Work with warehouse foreman to maintain par levels on commodity processed foods in the MISD warehouse.
3. Order commodity foods from the appropriate vendor.
4. Work as the liaison between MISD contracted food distributor and managers handling all food delivery issues with all vendors.
5. Create and maintain all of the CACFP (Child and Adult Care Food Program) Food Production Records in the menu software for all sites operating that program.
6. Maintain all special diet paperwork and create special diet menus for students with disabilities based on information in our menu database. Communicate the special dietary menu to households and kitchen managers.

7. Monitor and maintain the online menu dashboard, ensuring accurate information displays for all stakeholders.

Other:

8. Participate in front office phone duty rotation.
9. Maintain confidentiality.
10. Other duties as assigned.

Supervisory Responsibilities:

None

Equipment Used:

Personal computer, printer, calculator, copier, fax machine, and shredder.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Concentration (i.e., detailed work). Communication (verbal, written). Interpretive skills (policy, procedures, data). Understanding verbal instructions. Prolonged use of computer.

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.