

**Job Locator: O-1.1.22.II**

Director of Food and Nutrition Services

Position Grade: Director II

Evaluated by: Assistant Superintendent for Business Affairs

**Job Description:**

The Director of Food and Nutrition Services is directly responsible to the Assistant Superintendent for Business Affairs and serves in a staff relationship with other Directors.

**Responsibilities and Duties of this Position Include:**

- 1) Direct the countywide food and nutrition services program in conformance with federal, state, and local laws and regulations.
- 2) Develop and recommend changes in food and nutrition services policies and procedures to District administrators, including application processing and meal ticket handling procedures under the free and reduced-price meal program.
- 3) Prepare and administer Department budget, including income projections and control of expenditures.
- 4) Establish programs to effectively operate: a) Purchasing food, supplies, and equipment; b) Staffing and training; c) Reporting procedures; d) Allocating and accounting for USDA-donated food; and e) Food preparation, service standards, and procedures.
- 5) Review collective bargaining contract proposals and provide input to the bargaining team.
- 6) Develop public information materials and meet with staff, parents, vendors, and employees on food and nutrition services program matters enriching the program and the health and nutrition well-being of students.
- 7) Perform related duties as assigned.

**Required Qualifications:**

- 1) Bachelor's degree in Food and Nutrition Services or ~~related~~ **approved** field from accredited college or university.
- ~~2. Level three (3) certification status by the American School Food Service Association.~~
- ~~3~~**2**. Three (3) years successful administrative or supervisory experience in school food service, multi-unit food service operation, or closely related experience.
- ~~4~~**3**. Effectively express ideas and communicate information in oral and written form.
- ~~5~~**4**. **Advanced training in nutrition, menu planning, audits, purchasing, and staffing.**

**Desirable Qualifications:**

- 1) Five (5) years successful administrative or supervisory experience in school food service or closely related experience.
2. Status as a Registered Dietician with the American Dietetic Association.
3. Status as a School Food Service and Nutrition Specialist (SFNS).

Revised: 7/14/83

Revised: 12/12/84

Revised: 9/09/97

Revised: 3/18/04

**Revised: 10/13/11**

**Job Locator: B-1.1.41-II**

Coordinator of ~~Purchasing/Warehouse~~ **Internal Accts/ Purchasing/Accts Payable**

Position Grade: Coordinator II

Evaluated by: Director of Purchasing/~~Warehouse~~ **Accounts Payable/Material Management**

**Job Description:**

The Coordinator is directly responsible to the Director of Purchasing/~~Warehouse~~ **Accounts Payable/Material Management**. This person serves in a staff relationship with the **Coordinator of Accounting**, Coordinator of Payroll, the Property Control Coordinator and Coordinator of Insurance Activities.

**Responsibilities and duties of this position include:**

1. Coordinate Centralized Purchasing.
2. Coordinate Accounts Payable.
3. Coordinate ~~Purchasing/Warehouse~~ **Internal Accounts/Purchasing procedures/** ~~programs/procedures~~ processes with all ~~cost centers~~ **schools**.
4. ~~Assist with the transition and maintenance of warehouse programs especially in the areas of inventory and financial accountability.~~
5. ~~Coordinate payment of travel. Conduct travel workshops as part of Inservice training. Keep travel manual updated. Assist cost centers with SACS.~~
- 6.4. Assist in HRMD training classes.
- 7.5. Assist with ~~processing bids,~~ tabulations and quotations.
8. ~~Coordinate construction projects accountability and maintain records for general auditors~~
- 9.6. Prepare the monthly vouchers and warrants report for the School Board.
10. ~~Coordinate Warehouse Committee (pupil and office supply) activities.~~
11. ~~Supervise and evaluate warehouse personnel.~~
- 12.7. Supervise accounts payable ~~/purchasing~~ personnel and assist in evaluations.
- 13.8. Assist with the hiring and training of ~~department~~ **Accounts Payable** personnel.
9. **Coordinate Schools' Internal Accounts and Adult Education audits.**
- 14.10. Provide support to the Director of Purchasing/~~Warehouse~~ **Accts. Payable/Material Management** in the area of comprehensive planning.
- 15.11. Perform other duties as assigned by the Director of Purchasing/~~Warehouse~~ **Accts Payable/Material Management.**

**Required Qualifications:**

1. Graduate from an accredited college or university with ~~an Associates Degree to include coursework in Accounting, Marketing and/or Purchasing~~ **a Bachelor's Degree in Accounting or Business Administration Management.**
2. Experience in governmental purchasing/warehouse.
3. Knowledge of the following: The Florida Statutes, the State Board of Education Regulations, Financial and Program Cost Accounting and Reporting for Florida Schools and Clay County School Board Policies.
4. **Knowledge of current financial software, internal accounts software and other applicable software.**

**Desired Qualifications:**

1. ~~Bachelor's Degree from an accredited college or university in Purchasing or related field.~~
2. ~~Purchasing Certification, CPPO, CPM and/or PPB.~~
- 3.1. Supervisory experience.
- 4.2. Experience in local school and/or district level purchasing/accounting regulations.
- 5.3. Knowledge of data processing procedures and programs.
4. **Purchasing Certification.**

Effective: 4/24/84

Revised: 8/17/89, 7/01/93, **10/13/11**

**Job Locator: B-1.2.46**  
**Coordinator of Accounting ~~and Internal Accounts~~**  
**Position Grade: Coordinator II**  
**Evaluated By: Director of Finance**

**Job Description:**

The Coordinator is directly responsible to the Director of Finance and serves in a staff relationship with other administrators.

**Responsibilities and duties of this position include:**

1. Review and analyze federal grant expenditures and contracts for adequate documentation and compliance with grant documents, OMB circular A-128 and A-87.
2. Prepare FA-399's for federal grants and perform on-line disbursement requests.
3. Request federal cash advance draw downs.
4. Coordinate with the Office of the Auditor General **and outside Auditing firms** regarding federal grants.
5. Coordinate ~~the school internal accounts, adult education and~~ insurance audits and other audits as assigned.
6. Assist in preparation of the Annual Financial Report, Cost Report, schools' financial reports and other reports as assigned.
7. Assist in preparation of the monthly sales tax returns and quarterly gas tax refund applications.
8. Assist in preparation of the indirect cost rate request.
- 9. Coordinator payments for travel. Conduct travel workshops as part of In-service training. Keep travel manual updated. Assist cost centers with SACS.**
- 10. Coordinate P-Cards and Construction Project accountability and maintain records for Auditors.**
- ~~9.~~ **11.** Perform other duties as assigned by the Director of Finance.

**Required Qualifications:**

1. **Graduate from an accredited college or university with a** Bachelor's Degree in **Business Administration Management or** Accounting. ~~from an accredited college or university.~~
2. Three (3) years accounting/auditing experience.
3. Knowledge of fund accounting.
4. Skilled in Excel spreadsheet, **current accounting system** and other applicable software.
5. Ability to work independently.
- 6. Experience in auditing of Travel, P-card and Construction payment procedures.**

**Desired Qualifications:**

1. Supervisory experience.
2. Ability to communicate effectively with the public.
3. Knowledge of federal grants.

Board Approved: 6/30/99 Eff: 7/01/99  
Revised: 3/18/2004, **10/13/2011**