

**Job Title:** FNS Contract Parts Specialist

**Wage/Hour Status:** Hourly

**Reports to:** Kitchen Foreman

**Pay Grade:** 707

**Dept. /School:** Food and Nutrition Services

**Date Revised:** August 15, 2023

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**Primary Purpose**

Support the Food and Nutrition Services Department in material acquisition processes by providing the best cost and quality, within the timelines needed for increased maintenance efficiency and production uptime. Provide quality staff support, coordination, and guidance with maintenance contracts.

**Qualifications**

**Education/Certification**

High School Diploma/GED

Valid Texas Driver's License

Valid Refrigeration Certificate from an accredited Trade School

Valid EPA Refrigeration Certificate/410A Refrigerant Certification

**Special Knowledge/Skills**

- Ability to operate a personal computer
- Strong communication and interpersonal skills
- Knowledge of kitchen equipment parts
- Ability to perform basic arithmetic
- Ability to work within very tight timelines and must be able to multitask
- Strong skill researching via internet, manufacturer's manuals, etc.
- Ability to deal effectively with vendor representatives
- Knowledge of health and safety regulations
- Knowledge of the inspection certification process
- Ability to conduct on-site inspections of all district kitchens
- Strong organizational, communication and interpersonal skills
- Technical knowledge on commercial/kitchen and refrigeration equipment.
- Ability to communicate verbally and in writing
- Knowledge of contract management as it relates to maintenance & service contracts and job order contracts

**Experience**

Two (2) years related experience

**Major Responsibilities and Duties**

1. Collaborate and assist the Kitchen Foreman, and Kitchen and Refrigeration Equipment Technicians regarding materials acquisition processes, source availability, and best source of supply.
2. Responsible for acquiring materials and documents to fulfill requests for purchases, and reviews price quotations for accuracy.
3. Solicit price quotations with District vendors through informal quotations via fax, internet or phone.
4. Process warehouse parts requisitions.
5. Provide assistance regarding all purchasing processes to Food and Nutrition Services clerical staff.
6. Maintain files of quotes received and issued.
7. Maintain continuous communication with staff and vendors.
8. Assist and coordinate with clerical staff with evaluating District vendors on delivery timelines.
9. Perform duties in accordance with federal purchasing laws and District policy.
10. Keep accurate records of inventory for the Food and Nutrition Services Department.
11. Compile and maintain records, reports and other documents, as required.
12. Keep abreast of market conditions and product knowledge.
13. Perform site inspections and make recommendations based on findings.
14. Maintain records associated with the department's maintenance program.
15. Assist in the preparation of specifications and other contract documents.

- 16. Review contracts to verify that all contractual responsibilities are in compliance and process invoices accordingly.
- 17. Ability to maintain effective work relationships with administrators, fellow employees, and the public.
- 18. Respond to after-hour emergencies as needed.
- 19. Maintain records and processes monthly invoicing for maintenance & service contracts and Kitchen Foreman.
- 20. Assist with the evaluation of formal bids.
- 21. Inspect school kitchens to determine existing conditions related to work order requests.
- 22. Compile, maintain, and file all reports, records, and other documents required.

**Supervisory Responsibilities**

None

**Physical and Mental Job Requirements**

**Mental Demands/Physical Demands/Environmental Factors.**

Maintain emotional control under stress.

**Terms of Employment**

238 days; hourly rate to be established by the Board of Trustees

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

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Job Title: \_\_\_\_\_

Date: \_\_\_\_\_

My supervisor has reviewed this job description with me and has provided me a copy

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

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