



# Specialist I, Inventory & Sustainability

**Reports to:** Executive Director, School Nutrition

**Division:** Operations

**Structure/Grade:** Unified 119

**Workdays:** 246 Days

## Position Summary

Functions under the direction of the Procurement Manager. Receives, handles, and stores food and supplies in accordance with Hazard Analysis and Critical Control Point (HACCP) guidelines and applicable food safety standards. Utilizes computer and inventory control systems to purchase, receive, and distribute groceries and supplies for the School Nutrition Services (SNS) department. Ensures compliance with the department's budgetary constraints.

## Essential Job Duties

- Establishes inventory control procedures and ensures they are regularly updated to comply with state and federal regulations applicable to School Nutrition Services.
- Monitors inventory trends at individual schools, including perishable and frozen items; coordinates ongoing inventory control procedures and provides training support to School Nutrition Services staff on inventory management and cost control.
- Conducts school visits to evaluate and monitor excessive inventory, high-value items, expiration dates, and adherence to the Buy American Provision.
- Maintains detailed records of inventory trends and changes within the School Nutrition software.
- Investigates and troubleshoots inventory inconsistencies; researches and resolves discrepancies.
- Reviews menus and historical data to estimate inventory needs and provides projections to the Procurement & Distribution Manager as needed.
- Communicates with the Menu Specialist regarding inventory trends to support menu planning, development, and continuous improvement.
- Assists the Technology department with the implementation of Back-of-House ordering and inventory systems.
- Coordinates sustainability programs, including design, cost analysis, school-level implementation, and monitoring usage.
- Performs other duties as assigned.

## Qualifications

- High school diploma or GED equivalent required.
- An Associate's degree in Nutrition, Culinary Arts, Culinary Management, Food and Beverage Management, Sustainability, or Marketing, or a closely related area from a Georgia Professional Standards-approved accredited college or university is required.
- A minimum of three (3) years of food service or related field, with experience in a leadership role preferred; or any equivalent combination of training and experience.



### Knowledge, Skills, and Abilities

- Knowledge of principles of child nutrition and food service management; local, state and federal regulations, local and state health requirements and applicable school system policies; procedures attendant to the transport of food items; procedures relative to the management and implementation of meal preparation and distribution in alternate instructional settings such as summer school sessions and during after school activity sessions
- Skill in oral, written and interpersonal communication; customer service; marketing, analytical thinking; and problem solving
- Ability to monitor financial systems; develop specifications for food, food-related supplies and food service equipment; use relevant computer applications; establish priorities; and simultaneously manage multiple tasks.

### Physical Demands and Work Environment

- Constantly operates a computer and other office machinery.
- Frequently remains in a stationary position.
- Occasionally moves about inside an office.
- Occasionally moves office equipment weighing up to 25 pounds.
- Constantly works in an indoor environment.

By signing below, I agree that I have read and understand the requirements and the essential functions of this position.

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

*Disclaimer: Information contained within this position specification only summarizes information for interested individuals. The statements herein are intended to describe the general nature and level of work being performed by the employee in this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position. If there is a discrepancy between the information in this position specification, the current documents obtained in the Division of Human Resources will always govern. The DeKalb County School District reserves the right to modify, alter, or discontinue these reference materials for any reason.*

*Reviewed/Revised: 7/1/2025*