

MATANUSKA-SUSITNA BOROUGH SCHOOL DISTRICT
Classified Staff Job Description



Title: Nutrition Services Inventory Accountant

BAND	GRADE	SUBGRADE
B	2	1
DEPARTMENT:	ACCOUNTABLE TO:	FLSA STATUS:
Nutrition Services	Nutrition Services Supervisor	Non-Exempt

Class Summary: Under general direction, generates pick tickets and schedules daily and weekly orders and shipments of orders to school sites.

Distinguishing Characteristics:

Duty No.	Essential Duties	Frequency	Band/Grade
1	Receives requisitions from the schools or facilities via computer; determines if inventory is available, fills requisitions, and enters completed requisition information into the system.	Daily	B2
2	Generates pick/delivery tickets and coordinates with drivers and warehouse specialists to distribute food in a fair and equitable way to the greatest benefit for the most children.	Daily	B2
3	Monitors inventory levels and notifies correct individual if there is an immediate need for ordering supply.	Weekly	A1
4	Works with responsible individuals to ensure inventory items are listed in correct warehouses and available for use by the Central Kitchen staff and school sites as soon as possible.	Daily	A1
5	Reconciles shipment with invoice or packing slip information by counting, weighing, or measuring items and comparing size, weight, description, and code numbers. Records any discrepancies or damage. Enters quantities into the inventory system.	Daily	A1
6	Assists with counting inventory items, inputs data for annual reconciliation.	Annually	A1
7	Works with site personnel to resolve issues with Primero software for ordering and meal counting, and site inventories.	As Needed	B2
8	Collects counts from schools for production numbers.	Daily	A1
9	Batch receives production items into inventory from Central Kitchen.	Daily	A1
10	Creates stock items in Primero for ordering and receiving purposes.	As Needed	A1
11	Research Central Kitchen warehouse inventory discrepancies and make necessary corrections.	As needed	A1
12	Alternate liaison between vendors and school district. Maintains an effective rapport with vendors regarding supply levels and delivery status.	Weekly	B2

13	May be required to perform additional related tasks as delegated by the supervisor or an assigned designee.	As needed	
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Knowledge: Understanding of School Nutrition procedures.

Skills (position requirements at entry): In depth knowledge of Inventory Software used by the district.

Training and Experience (position requirements at entry): Previous education, training, work or life experiences which provide reasonable evidence of the successful performance of the various tasks listed. Such evidence might typically be provided by one (1) to three (3) years previous comprehensive inventory experience.

Licensing Requirements (position requirements at entry): Valid Alaska driver's license.

Physical Requirements: Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Adopted LYO 09/13/2007

Revised GSJ 01/13/2025