

## ***Assistant Supervisor of Procurement and Marketing - Student Dining Services***

**DEPARTMENT: Student Dining Services**

**REPORTS TO: Manager of Marketing and Innovations, Student Dining Services**

**ABOUT CPS:** Cincinnati Public Schools (CPS) serves nearly 36,000 students preschool to 12th grade in 63 school communities, across a 90-square-mile district in Southwest Ohio. Cincinnati Public Schools is the best-performing large urban district in Ohio and ranks among the top 2 percent of Ohio districts for students' learning and growth and offers families high-quality school choices and academic programs.

Cincinnati Public is looking for creative, innovative, passionate, problem-solvers to join our team. We seek to have a positive impact on our children and families every day and are looking for staff members who want to not only do an excellent job with their career field but also serve as a role model for the children in CPS. We invite you to become a member of our CPS work family.

The Cincinnati Public Schools invite applications for the position of **Assistant Supervisor of Food Services**. This position reports to the Supervisor of Food Services and is responsible for assisting with the supervision and coordination of food services in the Cincinnati Public Schools, including equipment, inventory control, evaluation of work flow and performance, training, and personnel issues.

### **SUMMARY OF RESPONSIBILITIES:**

- Manages the procurement process for Student Dining Services (SDS)
- Researches, recommends and implements changes to food, supplies and services bids within district, state and federal guidelines
- Meets with stakeholders, conducts research and implements changes to meet Good Food Purchasing Program policy.
- Works with Supervisor of Nutrition and assists in the writing of product specifications
- Works with Supervisor of Accounting to integrate department software with the bid process
- Assists in the development and implementation of the marketing strategy for the department in alignment of the district goals
- Consults with Manager to establish priorities, procedures, and processes
- Assist Manager of Marketing and Innovations to perform other tasks and assume other responsibilities as assigned

### **DUTIES AND RESPONSIBILITIES:**

- Researches food, supply and service bids, compile results and submit findings to SDS Manager of Marketing and Innovations as assigned
- Develops and manages the procurement process and ensures compliance applying applicable federal, state and local rules and regulations, including Cincinnati Public Schools policies

- Participates in meetings with vendors for food, supplies and services to record information required to maintain quality and improve the student and employee experience.
- Attend meetings and conferences to research and record viable options for improvements to procurement and marketing plan
- Assist Manager of Marketing and Innovations in the planning, developing, implementing and monitoring of SDS branding and marketing plan to include cafeteria dining experience and the employee experience models
- Assists the Manager of Marketing and Innovations to achieve department goals in designing digital and print marketing campaigns
- Assists and provides support in planning and design of new kitchens in new projects and kitchen renovations and upgrades to include department goals
- Assist Manager of Marketing and Innovations to perform other tasks and assume other responsibilities as assigned

#### **EDUCATION and/or EXPERIENCE:**

- Require Bachelor's degree in Nutrition, Business or Institutional Food Management
- Minimum of five years supervisory experience in school dining service activities of a large or multi-building institutional organization
- Minimum of one year marketing experience in school dining setting

#### **KNOWLEDGE, SKILLS & ABILITIES**

- Knowledge of and ability to interpret and apply applicable federal, state and local rules and regulations, including Cincinnati Public Schools policies.
- Ability to research and implement procurement regulations in writing and updating bids
- Work with Manager and Supervisor in writing bids for food, supply and services
- Use initiative and independent judgment within established procedural guidelines.
- Experience in using marketing software including PowerPoint, Publisher, Canva for computer generated materials, and presentations.
- Assessing and prioritizing multiple tasks, projects and demands.
- Strong organizational skills with ability to track, file, and maintain records
- Ability to establish and maintain effective working relationships with co-workers, clients, and vendors.
- Excellent oral and written communication skills.
- Ability to interpret data and information effectively to make sound business decisions.
- Ability to plan, organize, coordinate, and direct projects
- Ability to define problems, collect data, establish facts and draw valid conclusions, and communicate findings to staff and the SDS Senior Management team.

#### **CONTRACT PROVISIONS**

Type of Contract: 261-day limited

Salary Classification and Range: Associate 1 - per CAAS Agreement (\$71,963.78)

**EQUAL OPPORTUNITY EMPLOYER**