

Memo



Date: February 2, 2015
To: All Staff
From: Vangie Unti, Supervisor of Administrative Services
RE: Job Posting – Local Foods Procurement Coordinator

Posting Period: February 2, 2015 – February 13, 2015

The following position vacancy is available at Northern York County School District in conjunction with the Central PA Harvest Food Hub project:

- **Local Foods Procurement Coordinator - Posting 14-15 #75**

Key activities include:

Facilitate the procurement of specialty crops from local growers to regional K-12 school districts on a weekly basis.
Establish marketing and public relations plan to promote the food hub.
Identify, establish and maintain positive relationships with local growers.
Gather produce purchase and consumption data from participating districts.
Conduct procurement meetings and workshops with local growers, extension personnel, and farm-to-school staff in York/Adams/Cumberland counties.
Identify needs and implement food service staff trainings on minimally processed foods.
Secure inventory and procurement software.
Educate K-12 youth through farm-to-school program with district personnel.

Qualifications:

Bachelor's degree or equivalent experience. Must have comprehensive understanding of and experience with wholesale food environments and purchasing/procurement. Must be available to attend overnight workshops.

Successful candidates will be required to provide: FBI Fingerprint Clearance (updated every 3 years), Child Abuse Clearance (updated every 3 years), PA State Police Clearance (updated every 3 years), TB Test Results, and Proof of successful completion of Act 126 Training (once every 5 years).

This is currently budgeted as a two-year position with the potential for extension. Qualified applicants may submit a resume and letter of interest to: Vangie Unti, Supervisor of Administrative Services, via email to vunti@nycsd.k12.pa.us or hard copy to the Administration Building.