

**Exhibit DJEE-E(1): Child Nutrition Procurement Plan**

**Status:** DRAFT

**Original Adopted Date:** 03/10/2003 | **Last Revised Date:** 12/22/2022 | **Last Reviewed Date:** 12/22/2022

*See PDF on the next page.*

Descriptor Term:  
JOB DESCRIPTION

**FOOD SERVICE CHILD NUTRITION PROCUREMENT PROCEDURES PLAN**

JCSD – EEE  
MSBA – DJEE  
ISSUE DATE: 03-10-2003  
REVISED: 08-15-2020

A (Category) WHAT	B (Frequency) WHEN	C (Method) HOW	D Writes & Interprets Specifications & Instructions, etc.	E Issues, Requests, Receives & Tabulates Pricing	F Awards & Reviews Bids or Quotes	G Requisitions Product WHO	H Orders Product WHO	I Receives Product WHO	J Approves Substitutions of Product or Brand
1. Fresh Produce	Statewide Purchasing Program (SWPP)	SWPP	SWPP	SWPP	SWPP	Child Nutrition Bookkeeper	Child Nutrition Manager	Child Nutrition Manager	SWPP
2. Dry Groceries	SWPP	SWPP	SWPP	SWPP	SWPP	Child Nutrition Bookkeeper	Child Nutrition Manager	Child Nutrition Manager	SWPP
3. Frozen Fruits & Vegetables	SWPP	SWPP	SWPP	SWPP	SWPP	Child Nutrition Bookkeeper	Child Nutrition Manager	Child Nutrition Manager	SWPP
4. Frozen Meats	SWPP	SWPP	SWPP	SWPP	SWPP	Child Nutrition Bookkeeper	Child Nutrition Manager	Child Nutrition Manager	SWPP
5. Paper Goods	SWPP	SWPP	SWPP	SWPP	SWPP	Child Nutrition Bookkeeper	Child Nutrition Manager	Child Nutrition Manager	SWPP
6. Miscellaneous Cleaning Supplies	SWPP	SWPP	SWPP	SWPP	SWPP	Child Nutrition Bookkeeper	Child Nutrition Manager	Child Nutrition Manager	SWPP
7. Dish machine & Other Special Chemicals	Annually	Bottom Line Firm Price Bids	Director of Child Nutrition	Director of Child Nutrition	Director of Child Nutrition	Central Office Staff	Child Nutrition Manager	Child Nutrition Manager	Director of Child Nutrition
8. Equipment-Small	Annually	Bottom Line Firm Price Bids	Director of Child Nutrition	Central Office Staff	Director of Child Nutrition	Central Office Staff	Child Nutrition Manager	Child Nutrition Manager	Director of Child Nutrition
9. Equipment-Large	Annually	Bottom Line Firm Price Bids	Director of Child Nutrition	Central Office Staff	Director of Child Nutrition	Central Office Staff	Central Office Staff	Child Nutrition Manager	Director of Child Nutrition
10. Milk	SWPP	SWPP	SWPP	SWPP	SWPP	Child Nutrition Bookkeeper	Child Nutrition Manager	Child Nutrition Manager	SWPP
11. Bread	SWPP	SWPP	SWPP	SWPP	SWPP	Child Nutrition Bookkeeper	Child Nutrition Manager	Child Nutrition Manager	SWPP
12. Ice Cream	SWPP	SWPP	SWPP	SWPP	SWPP	Child Nutrition Bookkeeper	Child Nutrition Manager	Child Nutrition Manager	SWPP
13. Emergency Purchases			Director of Child Nutrition	Central Office Staff	Director of Child Nutrition	Central Office Staff	Central Office Staff	Child Nutrition Manager	
14. Non-Competitive Negotiations			Director of Child Nutrition	Central Office Staff	Director of Child Nutrition	Central Office Staff	Central Office Staff	Child Nutrition Manager	