



PITTSBURG UNIFIED SCHOOL DISTRICT

CHILD NUTRITION SERVICES BUYER

CLASSIFICATION SPECIFICATION

DEFINITION:

Under the direction of the Child Nutrition Services Director, obtain food, supplies, equipment and services in accordance with established policies and procedures for the Child Nutrition Services Department; perform clerical work as assigned to prepare, advertise and follow instructions for bid specifications, formal and informal quotations; communicate with vendors, manufacturers, distributors, contractors, and wholesalers.

DISTINGUISHING CHARACTERISTICS:

Works independently with minimal supervision. A major characteristic is the ability to multitask.

EXAMPLES OF DUTIES:

- Oversees and compiles food and non-food orders for 12+ kitchens/department programs
- Provides assistance to site staff for completing and submitting food and non-food orders
- Reviews menus to calculate and project totals needed
- Develops par levels for over 300 food and non-food items for department operations
- Places orders with vendors for food, equipment, and supplies
- Monitor vendor deliveries
- Clarify shipping and payment details
- Trace shipments and expedite delivery as needed
- Develop vendor files and maintain records of transactions
- Works with warehouse personnel to monitor and maintain stock levels of warehouse, perishable and freezer items and equipment
- Conducts monthly sites and district warehouse inventories
- Tracks usage data, commodity usage and inventory at State Commodity Warehouse and at commodity processors
- Assists and advises Director with the compilation of the yearly USDA commodity pre-planner
- Assists Director with preparing bid specifications and quotations
- Assembles detail bid documents
- Sets up bid openings with Director
- Creates spreadsheets
- Sends award to bidders
- Obtains current prices by catalog, bid process, telephone, letter or quotation
- Checks quotations and bids for accuracy and completeness
- Processes purchase orders from bids and quotes

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EXAMPLES OF DUTIES: (con't)

- Checks purchase orders and invoices for accuracy and completeness and process in a timely fashion
- Maintains log of purchase order balances
- Communicates with suppliers and District personnel to exchange information, resolve discrepancies, correct errors and clarify issues related to purchase orders, invoices, statements, deliveries, and payments
- Investigate complaints regarding damaged or substandard foods, supplies, equipment, and materials
- Arranges for return of item(s) and ensure proper crediting to district account with the vendor
- Maintains a list of equipment covered under maintenance contracts and warranties on food service equipment
- Arranges service and repair of kitchen equipment
- Submits work orders to the Maintenance Department
- Develops a work order tracking system
- Maintains and updates specifications and catalog files, giving priority to orders as directed
- Prepares special and periodic reports regarding department purchasing activities
- Performs all related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge Of:

- Purchasing principles, procedures and terminology
- Basic bid specification preparation
- Governmental purchasing practices
- Laws, rules and regulations affecting the school district purchasing operation
- Types of food, supplies, small equipment and materials commonly used in food service operations
- Inventory control and warehousing methods
- Modern office practices, procedures and equipment
- Personal computer software applications and on-line purchasing methods
- Methods, practices and procedures of record management systems
- Methods of invoicing, including discounts and taxes
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Effective oral and written communication
- Interpersonal skills using tact, patience, and courtesy
- Accounting procedures

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MINIMUM REQUIREMENTS: (con't)

Ability To:

- Perform technical duties in the purchase of department supplies, materials, food, equipment and services Exercise sound judgment in the purchase of a variety of materials, supplies and equipment
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Perform complex clerical work in the preparing and maintaining purchasing records
- Prepare complete and concise specifications
- Understand and follow oral and written directions.
- Plan and organize work
- Prioritize work to meet schedules and strict time lines under stressful situations
- Work independently with little direction
- Perform mathematical calculations quickly and accurately
- Operate standard office equipment including computers and related software
- Learn and understand computer programming and automated purchase order systems
- Compose clear, complete and concise correspondence and reports independently
- Establish and maintain cooperative and effective working relationships with others
- Speak, read, and write English at a level required for satisfactory performance
- Maintain consistent, punctual and regular attendance

Education & Experience:

Graduation from high school and three (3) years experience in volume purchasing of supplies and equipment, preference given for food service purchasing experience or purchasing in a school district or government agency. Three years of responsible experience in maintenance of accounting, purchasing or statistical data.

Licenses and Other Requirements:

Valid California driver's license

Working Conditions:

- Office environment; driving a vehicle to conduct work
- With or without accommodation, the ability to see and hear to conduct work, and speaking to exchange information
- Sitting for extended periods of time
- Reaching overhead, above the shoulders, and horizontally, or bending at waist to retrieve and store files
- Reading, writing, and operating computer keyboard.

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TERMS OF EMPLOYMENT:

Work Year: Twelve (12) months
Salary: Classified – Range 42
Approved by CSEA: March 18, 2010