

ELK GROVE UNIFIED SCHOOL DISTRICT

CLASS TITLE: FOOD AND NUTRITION SERVICES BUYER

BASIC FUNCTION:

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

ESSENTIAL FUNCTIONS:

Prepare bid specifications and quotations; assemble detail bid documents; set up bid openings, review bid recommendations with Director; create spreadsheet for approval for Board; send award to bidders.

Obtain current prices by catalog, bid process, telephone, letter or quotation.

Review menus; calculate and project totals needed; place orders for food, equipment and supplies.

Contact vendors by telephone or mail regarding discrepancies or other problems pertaining to purchasing; communicate with warehouse staff regarding discrepancies.

Check purchase orders, quotations and bids for accuracy and completeness; general purchase orders; communicate with vendors.

Monitor and maintain stock levels of warehouse, perishable and freezer items and equipment; coordinate monthly inventory of food center and commodities at processors.

Maintain list of equipment covered under maintenance contracts and warranties on food service equipment.

Coordinate service and repair of equipment in kitchens; contact service company as appropriate.

Develop vendor files and maintain records of transactions.

Investigate complaints regarding damaged or substandard materials and prepare forms to return unsatisfactory items.

Maintain and bring up to date specifications and catalog files, giving priority to orders as directed.

Assist in preparing special and periodic reports regarding purchasing activities.

Assist in coordinating inventory and property control procedures.

Perform related duties as assigned.

DEMONSTRATED KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Purchasing principles, procedures and terminology.

Types of food, supplies, small equipment and materials commonly used in food service operations.

Inventory control and warehousing methods.

Operation of a computer and applicable software.

Methods of invoicing, including discounts and taxes.

Laws, rules and regulations affecting the school district purchasing operation.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Communicate effectively both orally and in writing.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Learn the requirements of the education code regarding purchasing.

Learn how to prepare and maintain accurate and complete records and reports.

Perform mathematical calculations quickly and accurately.

Operate standard office equipment including computers and related software.

Compose clear, complete and concise correspondence and reports independently.

Work independently with little direction.

Learn and understand computer programming and automated purchase order systems.

Work cooperatively with others.

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.

Move hands and fingers to operate a computer keyboard.

Sit for extended periods of time.

Hear and speak to exchange information.

See to read a variety of materials.

EDUCATION AND EXPERIENCE REQUIRED:

Any combination equivalent to: graduation from high school and two years experience in purchasing procurement.

WORKING CONDITIONS:

ENVIRONMENT:

Warehouse environment.