

NOVATO UNIFIED SCHOOL DISTRICT

TITLE: FOOD AND NUTRITIONAL SERVICES PURCHASER

SALARY: RANGE 34 – CLASSIFIED SALARY SCHEDULE

BASIC FUNCTION:

Under the direction of the Food and Nutritional Services Director, oversee food and non-food purchases for the District to ensure that quality control measures and costs for food items meet mandated nutritional requirements; verify quantities and specifications of orders.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Purchase food, non-food items, and equipment from approved vendors for District school and school contracting food services with the District; use an assigned purchasing system to enter and submit grocery orders.

Collaborate with warehouse employees to ensure food and non-food items are tracked in the District inventory system; review invoices from vendors to determine the correct budget code.

Assist the Director of Food and Nutrition Services and site personnel by providing information relating to menus as well as food and non-food inventory controls; assist with inventory control measures.

Assist site personnel with determining estimates for food preparation amounts; comply with projected meal requirements to minimize waste; utilize assigned software to prepare quantity reports for sites.

Assist Director of Food and Nutrition Services with menu planning utilizing inventory system and providing information on food and non-food costs; review recipes to ensure compliance with District nutritional needs.

Review and determine FANS (Food and Nutrition Services) daily food usage; advise and make recommendations regarding available food and non-food products.

Assist with providing training and work direction to the delivery driver; ensure deliveries are delivered on schedule.

Obtain and file nutritional fact sheets for food products used in the food service program.

Prepare reports, correspondence, and other documents; provide written support and conveying information to appropriate personnel.

Assist with the State of California Food Distribution program and the USDA Commodity program; ensure selected foods are diverted and processed.

Assist other personnel and/or perform functions, as required, of another position within area of responsibility to provide overall coverage of food service operations.

Attend regularly scheduled staff meetings.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

- ▶ Purchasing principals, 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 purchasing operation.
- ▶ Food safety and Federal requirements.
- ▶ Interpersonal skills using tact, patience, and courtesy.
- ▶ Correct English usage, grammar, spelling, punctuation, and vocabulary.
- ▶ Proper lifting techniques.
- ▶ Health and safety regulations.

ABILITY TO:

- ▶ Obtain food, supplies, equipment, and services in accordance with established policies and procedures for the Food and Nutrition Services Department.
- ▶ Learn the requirements of the education code regarding purchasing.
- ▶ Perform mathematical calculations quickly and accurately.
- ▶ Learn and understand computer processing and automated purchase order systems.
- ▶ Operate standard office equipment including computers and related software.
- ▶ Type or input data at an acceptable rate of speed.
- ▶ Communicate effectively both orally and in writing.
- ▶ Understand and follow oral and written instructions.
- ▶ Compose clear, complete, and concise correspondence and reports independently.
- ▶ Establish and maintain cooperative and effective working relationships with others.
- ▶ Plan and organize work.
- ▶ Meet established schedules and time lines
- ▶ Work effectively with limited supervision.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of experience in accounting or purchasing supplies and equipment.

OTHER REQUIREMENTS:

- ▶ Valid ServSafe Certificate.
- ▶ Valid California Driver's License.
- ▶ DMV Pull authorization for NUSD.
- ▶ Department of Justice fingerprint clearance.
- ▶ TB clearance.

WORKING CONDITIONS:

ENVIRONMENT:

- ▶ Office and warehouse environment.
- ▶ Constant interruptions.
- ▶ Food service environment.

PHYSICAL DEMANDS:

- ▶ Sitting or standing for extended periods of time.
- ▶ Seeing to read, prepare and ensure the accuracy of a variety of materials.
- ▶ Hearing and speaking to exchange information in person or on the telephone.
- ▶ Dexterity of hands and fingers to operate a computer keyboard and other office or kitchen equipment.
- ▶ Bending at the waist, crouching, kneeling, stooping, climbing, and balancing to reach materials.
- ▶ Reaching overhead, above shoulders, and horizontally.
- ▶ Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position (up to 45 pounds).

POTENTIAL HAZARDS:

- ▶ Heat from ovens.
- ▶ Exposure to very hot foods, equipment, and metal objects.
- ▶ Working around knives, slicers, or other sharp objects.
- ▶ Exposure to cleaning chemicals and fumes.