



Child Nutrition Purchasing Coordinator

Purpose Statement

The Child Nutrition Purchasing Coordinator supports the purchasing process and department staff by processing bid and purchasing documents, maintaining vendor information and inventories, and responding to related inquiries.

Supervisory Relationship

Reports to: Child Nutrition Program Director

Essential Functions

- **Document Coordination:** Assist in coordinating and maintaining purchasing documents, files, and records (e.g., purchase orders, vendor files) to ensure availability and compliance with policies and regulatory guidelines.
- **Purchase Orders:** Collect and process purchase orders within assigned limits to facilitate the acquisition of required supplies.
- **Delivery Coordination:** Schedule and coordinate product deliveries to meet time-sensitive daily requirements.
- **Communication:** Inform staff and vendors about procedural requirements (e.g., ordering, purchasing procedures, available funds) to facilitate the purchasing process.
- **Professional Development:** Participate in unit meetings, in-service training, and workshops to gather and convey information required for job performance.
- **Clerical Support:** Perform general and program-specific clerical functions (e.g., distributing purchase orders, scheduling, copying, faxing) to support departmental activities.
- **Documentation Preparation:** Prepare written materials and electronic purchasing information (e.g., supply lists, reports) to document activities, provide reference, and comply with policies and guidelines.
- **Data Processing:** Process data and documents (e.g., bids, purchase requisitions, purchase orders) to update and distribute information, supporting purchasing operations in compliance with guidelines.
- **Inquiry Response:** Respond to inquiries from staff and the Child Nutrition Director regarding purchasing procedures to provide information, direction, and referral as needed.
- **Review and Verification:** Review documents and data (e.g., requisitions, past purchases, inventories) to ensure completeness and accuracy in the purchasing process.
- **Adhere to School Policies:** Follow school policies and procedures.
- **Attendance:** This position requires prompt and consistent attendance.
- **Perform Other Duties:** Undertake additional tasks as assigned to support the effective operation of the work unit.

Job Requirements: Minimum Qualifications

Skills

- Operating standard office equipment and software applications.
- Performing standard bookkeeping tasks.
- Preparing and maintaining accurate records.

Knowledge

- Basic math, including fractions, percentages, and ratios.
- Written procedures, routine document writing, and clear communication.
- Office management and purchasing procedures, practices, methods, and terminology.
- School safety and security practices.
- Relevant codes, laws, rules, regulations, and policies.

- Concepts of grammar and punctuation.

Abilities

- Schedule activities, meetings, and events effectively.
- Gather, collate, and classify data accurately.
- Work flexibly with diverse individuals.
- Analyze data and operate equipment using standardized methods.
- Adapt to changing work priorities and meet deadlines.
- Communicate effectively and work as part of a team.
- Handle detailed information and data accurately.

Responsibility

Work independently under broad organizational guidelines. Provide information and advice to others. Operate within a defined budget. Utilize resources from other work units as needed. Impact the organization's services significantly.

Work Environment

Significant lifting, carrying, pushing, and pulling. Frequent climbing and balancing. Significant stooping, kneeling, crouching, and crawling. Significant fine finger dexterity. Generally, 10% sitting, 60% walking, and 30% standing. Performed under minimal temperature variations.

Experience

Job-related experience with increasing levels of responsibility is desired.
Three years of experience in food service.

Education

Targeted, job-related education with study in a related area.

Clearances

Criminal Background Clearance.

FLSA Status

Non-Exempt

Salary Grade

SN