

CHILD NUTRITION SERVICES INVENTORY AND PURCHASING CLERK

DEFINITION

Under general supervision, assist in the forecasting, procurement, and purchase of food items and related supplies while overseeing inventory levels within the Child Nutrition Services (CNS) department; perform responsible and technical clerical functions pertaining to the organization and coordination of the CNS purchasing operation; verify items and recipes meet nutritional compliance standards, adhere to mandated health and school nutrition regulations; and do other related work as required.

ESSENTIAL FUNCTIONS

Perform a variety of technical duties involved in the purchasing of food and supplies for the CNS department for distribution; prepare, process, and verify a variety of related forms and documents; assist in the coordination of orders for school sites, central kitchen, and warehouse to ensure timely delivery of items to operate school meal programs; oversee the inspection of inbound shipments for accuracy, completeness, product quality, food safety temperature controls, and appropriate cost calculations; report discrepancies and obtain credit memos as needed; monitor and follow up on order statuses and coordinate delivery schedules with manufacturer carriers and logistics; confer with staff, vendors, and others to resolve issues, errors, and discrepancies related to orders, deliveries, shortages, and damaged goods; communicate and follow up on delayed shipments or backorders as required; assist with identifying new local suppliers, manufacturers, and growers who can meet the needs of school meal programs; analyze, review, and monitor contract pricing and vendor accountability per bid or quote specifications and follow up as needed; assist with verifying USDA commodity forecasting and allocations to various manufacturers; monitor commodity levels and secure bonus and surplus commodities as needed; ensure appropriate inventory levels of warehouse stock items by coordinating with the CNS warehouse to manage First-In, First-Out (FIFO) stock rotation, while monitoring best-by and expiration dates to align with department needs; oversee and manage monthly department wide inventory counts and research and update discrepancies; attend meetings as required; assist with the development of a cycle menu that adheres to state and federal nutritional guidelines; utilize various software programs to input, maintain, and update daily inventory, product formulation statements, product specification information, and cycle menus; facilitate site orders for daily production records to ensure accurate product distribution and meal accountability; update and maintain recipes as needed; complete the federal regulatory school nutrition professional development training requirements; provide and support a positive climate of customer service in all interactions and communications with students, district staff, families, community members, and vendors; perform other duties as assigned.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods and techniques of purchasing goods, supplies, materials, and equipment;
Record-keeping and report preparation techniques;
Warehousing Hazard Analysis Critical Control Point (HACCP) food safety procedures;
First-In, First-Out (FIFO) Inventory stock rotation protocols;
Effective telephone techniques and interpersonal and communication skills using tact, patience, and courtesy;
Correct English usage, grammar, spelling, punctuation, and vocabulary;
School Nutrition Program meal pattern and food specification documentation requirements;
USDA commodity entitlement program and allocations;

Seasonal availability of local fruits and vegetables;
Computer and software applications.

Ability to:

Order food and supplies in accordance with established policies and procedures;
Utilize a computer and modern software programs to input and process data and generate orders;
Meet schedules and timelines and multi-task in high paced environment;
Type or input data at an acceptable rate of speed;
Work independently with minimal supervision;
Maintain records and prepare reports;
Perform mathematical calculations with speed and accuracy;
Read, interpret, apply, and explain rules, regulations, policies, and procedures;
Create and present training material;
Learn and understand computer programming and automated purchase order systems;
Compile data and prepare clear and concise reports orally, in writing, and by computer;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by training or course work in food service, purchasing, procurement, inventory control, and/or related functional areas.

Experience:

Two years of experience and education/training that demonstrates an ability to perform the essential functions of the job. Experience in school food service is preferred.

REQUIRED LICENSES AND/OR CERTIFICATES

Must possess a valid and appropriate California driver's license, qualify for insurability with the District's insurance carrier. Must possess a valid Servsafe Manager certificate.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Moderately heavy work involving lifting and/or carrying of objects weighing up to 50 pounds and pushing or pulling a rolling cart carrying up to 200 pounds. Physical dexterity in limbs and digits to operate hand and power-driven kitchen appliances and equipment. Ability to bend, stoop, grasp, push, pull, and reach. Reaching overhead, above shoulders, and horizontally.

Working Conditions:

Regularly work in variable indoor and outdoor conditions; extended periods of standing and/or walking and work in areas of variable temperature conditions. Regular exposure to knives, slicers, cleaning agents, and pesticides. Exposure to heat from cooking equipment and cold from walk-in refrigerators and freezers. Exposure to very hot foods, equipment, and metal objects.

Pre-placement Physical: Class I