NATOMAS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

POSITION:	Nutrition Services Purchaser	**FLSA:**	Non-exempt
DEPARTMENT/SITE:	Nutrition Services	**SALARY GRADE:**	15
REPORTS TO:	Executive Director, Nutrition Services and Warehouse or Designee		

OVERALL OBJECTIVE AND SUMMARY

Under the direction of assigned supervisor, performs responsible clerical, secretarial, and clerical accounting duties, following established policies, procedures and mandated regulations. Assignments may be at school sites, specialized departments, or educational programs. Duties will vary depending on the assignment. The Nutrition Services Purchaser is the second level in a three tiered generalist clerical series. The position requires knowledge of the terminology, practices, and procedures of an area of specialization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Utilizes database software to place vendor orders, plan food distribution, and audit inventory.
- Performs clerical work related to the office to which assigned. Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Leads daily data entry of Nutrition Services business transactions. Enters data onto established data entry screens.
- Establishes and maintains files as directed. Assembles, collates and prepares materials for distribution. Performs work such as posting records, making arithmetical computations and securing information from clearly indicated sources.
- Order, receive, shelve and distribute supplies and materials for Nutrition Services. Perform audits of food purchasing at school sites and the district Central Kitchen.
- Responds to emergency situations related to food orders, such as vendor shortages, to ensure daily feeding program occurs at each site.
- Assists with deliveries and warehouse storage of food items if needed.
- Coordinates and tracks food purchasing budget to adequately execute district feeding programs and remain within budgetary limits as determined by district Administration.
- May compile information onto established formats such as databases, word processing programs, and logs, and may maintain a variety of records and reports.
- Monitor compliance of contracts and Requests for Proposals (RFPs) with co-ops, farmers, and other distributors.
- Types letters, memoranda, reports, work orders, requisitions or other materials from straight copy,

rough drafts or verbal instructions.

- Processes routine documents of moderate complexity requiring knowledge of the special terminology, policies and procedures of department or area of specialized function.
- Perform analytical duties.
- Maintains records and files of documents, orders, and audits processed for ready access and compiles various reports.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Compiles statistical data, posts routine administrative or financial transactions, and maintains various department information in established data entry formats for matters related to food orders.
- Reviews and prepares documents for entry of information into electronic data processing system. Follows up as necessary to complete documents. Enters and updates information into system according to standard formats.
- Maintains confidentiality of information processed or received during the course of performing assigned duties.
- Coordinate and lead meetings between program staff related to Central Kitchen and Nutrition Services Delivery Drivers.
- Operates a variety of office machines including, but not limited to, personal computer terminal, calculator, and copier.
- Assist with creating new school feeding menus by ordering necessary new items to complete menus and assessing new menus for compliance with applicable federal, state, and local guidance.
- Coordinate Nutrition Services Delivery Driver routes. Communicate with Delivery Drivers to ensure timely delivery of food orders and materials to school sites.
- Compose routine correspondence. Act as the primary district contact with food vendors. Coordinate district relationships with vendors.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

Knowledge of:

- Modern office practices, procedures and equipment including receptionist etiquette.
- Departmental procedures and standing instructions related to work performed.
- Proper English usage, grammar, spelling, punctuation and basic arithmetic.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Operation of a computer and assigned office equipment.
- District organization, operations, policies, and objectives.

Ability to:

- Perform the duties of the position efficiently and effectively, under general supervision.
- Learn, understand and apply district rules, regulations and policies.
- Operate standard office machines and equipment, including typewriters, multiline telephone system, copiers, calculators, word processors, printers, etc.
- Maintain records and prepare reports.
- Communicate with peers and other District staff or public in a manner reflecting positively on the department and District.
- Type at a minimum rate of 45 words per minute from clear, legible copy and pass a qualifying clerical test.
- Effectively communicate both orally and in writing.
- Use a variety of computer software programs including, but not limited to, word processing and spreadsheets.

PHYSICAL ABILITIES

This position requires:

- Sufficient hand/eye coordination and manual dexterity to use a personal computer keyboard at an appropriate rate.
- Sufficient visual acuity to recognize words, letters, and numbers.
- Speech and hearing ability to carry on conversations in person and over the phone.
- Ability to reach and pull materials from files and shelves.
- Normal physical strength and endurance for standing, sitting, bending, or walking.

EDUCATION AND EXPERIENCE

Equivalent to graduation from high school is required, supplemented by college course work in general office practices. A minimum of two years of general clerical and typing experience in an area substantially similar to the job assignment is desired.

LICENSES AND CERTIFICATES

- First Aid/CPR certificate
- Typing certificate for 45 w.p.m.
- Forklift operators certificate desired
- Valid driver's license