Job Description
Mt. Diablo Unified School District

Food Warehouse Purchasing Specialist

PURPOSE

Under direction, exercises independent judgment to arrange for the purchase, delivery, and inventory of food, supplies, and equipment for the Food and Nutrition Services Department; performs related work as required.

SUPERVISION

Reports to: Warehouse and Operations Manager

ESSENTIAL FUNCTIONS

- Acquires information from vendors of food and supplies.
- Reviews inventory levels, menus, recipes, and participation reports to prepare detailed and complex forecasts of all food and food supply purchasing needs.
- Reviews purchasing forecasts weekly with Warehouse and Operations Manager to ensure accuracy.
- Places weekly orders with vendors for food and supplies.
- Creates monthly order guides for schools based on menus and grade level.
- Assists Warehouse and Operations Manager and Clerks with review of School Site orders to ensure accuracy.
- Assists in the review of monthly inventory for both the Food and Nutrition Warehouse and School Sites.
- Logs invoices and receives Warehouse orders using Inventory Software system.
- Reads and reconciles various invoices and statements from vendors.
- Works with Purchasing Department to create requisitions, purchase orders, and change orders for food and supplies.
- Works with Food and Nutrition Director to prepare product specifications and estimate Department usage for both formal and informal procurement.
- Obtains price quotations from approved vendors for food and supplies.
- Tracks vendor contact information using Inventory Software.
- Sets up new inventory items in Inventory Software system in collaboration with Food and Nutrition Services staff.
- Participates in regular Department meetings, including menu planning.

- Assists the Food and Nutrition Director and Warehouse and Operations Manager with forecasting USDA Commodities and allocating the Department's annual entitlement.
- Applies established rules, regulations, policies, and procedures to purchasing.
- In the absence of the Warehouse and Operations Manager, oversees Food Warehouse staff and assists with questions and issues related to their work.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Education:

- Graduation from high school and three (3) years of experience in large-scale food purchasing, OR
- Completion of two (2) years of college coursework in business or a related field.

Experience:

- Prior experience ordering food and supplies for schools, hospitals, large cafeterias, or restaurants is highly valuable.

Required Knowledge:

- Proper purchasing and storage of food, supplies, and equipment for a large-scale food service program.
- USDA guidelines for menu planning and commodity purchasing and handling.
- Modern office equipment and procedures.
- Report preparation and business correspondence.
- Oral and written communication, including correct English usage, spelling, grammar, and punctuation.
- Departmental policies and procedures.
- Principles and practices of public purchasing.

Required Abilities :

- Work under pressure with frequent interruptions.
- Work independently.
- Follow written and oral instructions.
- Compile information and prepare reports.
- Interpret and apply governmental rules as applicable.

Required Skills:

- Maintaining proper records associated with food, supplies, and equipment.
- Establishing and maintaining effective working relationships with staff, the public, and vendors.
- Purchasing food, supplies, and equipment.
- Performing clerical tasks, including data entry with speed and accuracy.
- Operating a computer and an Inventory Software system.

WORKING CONDITIONS

Work Environment:

- Office and warehouse environment.
- Frequent interruptions.
- Interaction with vendors, district staff, and department personnel.

Physical Demands:

- Dexterity of hands and fingers to operate a computer and handle paperwork.
- Sitting, standing, and walking for extended periods.
- Lifting, bending, twisting, and reaching.
- Seeing and hearing to perform essential job functions.

LICENSES AND OTHER REQUIREMENTS

- Valid California Driver's License
- DOJ/FBI fingerprint clearance
- TB test clearance

Classification: Classified

Salary Range: Classified Salary Schedule, Range 558
FLSA Status: Non-Exempt
Bargaining Unit: CST

Number of Days: 260

Date Adopted: [Insert Board Approval Date]