



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 W. Acacia Ave., Hemet, CA 92545 – (951) 765-5100

## **NUTRITION SERVICES PURCHASING SPECIALIST**

### **JOB SUMMARY**

Under direction of the Warehouse Manager and Nutrition Services Director, procure and purchase goods, materials, supplies and equipment in assigned commodity areas; to perform the complex and technical functions of the buying process; to assist in the organization and coordination of the purchasing operation; and to do other related work as required.

### **ESSENTIAL FUNCTIONS**

- Purchase goods, materials, food supplies, USDA foods and equipment within specific commodity areas, utilizing predetermined specifications.
- Prepare or assist in the preparation of bid documents.
- Compare and analyze quotations and bids, and recommend product and service awards.
- Contact vendors, invite quotations and bids, and maintain vendor files.
- Review requisitions and obtain vendor and manufacturer representative information relative to price, product quality, and service and delivery time lines.
- Prepare and maintain standard purchasing and supply lists, and warehouse inventory and databases.
- Assist in the planning, development, coordination and implementation of a master buying calendar.
- Confer and counsel with department personnel and vendors concerning quality of food supplies, goods, commodities, equipment and the development and modification of purchasing specifications.
- Assist in the preparation of product and service contracts.
- Negotiate with vendors and manufacturer representatives in order to obtain an advantageous supply and purchase price.
- Conduct the necessary follow-up activities to finalize purchase order transactions and resolve incorrect shipments and overdue orders for Warehouse receiving personnel.
- Establish and maintain a variety of records in order to evaluate new and alternative commodity sources.
- Assist Accounting in resolving problems with invoices.
- Arrange the return or exchange of damaged or defective goods.
- Prepare orders for USDA foods and keep records of USDA food allotments.
- Enter food product information into nutrient analysis software and update specifications and pricing as changes occur.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE OF**

- Methods and techniques of purchasing goods, supplies, materials and equipment for an educational agency
- Computerized databases
- Organization and coordination techniques utilized in the purchasing, warehouse and distribution functions
- Standard purchasing terminology, specification development and bidding procedures

#### **ABILITY TO**

- Interpret and apply laws, rules, regulations and policies pertaining to school nutrition purchasing functions
- Make arithmetical calculations with speed and accuracy.
- Establish and maintain a variety of specialized and complex records, files and databases utilizing a computer and/or new technology.
- Organize tasks, set priorities and meet deadlines.
- Perform simple and complex repetitive tasks and manage multiple tasks.
- Follow work and safety procedures and written and verbal instructions.
- Establish and maintain cooperative working relationships with coworkers, customers and vendors (in person and by phone).
- Communicate effectively in oral and written form, understand and carry out oral and written directions.
- Demonstrate good judgment and good problem-solving skills.
- Maintain confidentiality of privileged information.

## **NUTRITION SERVICES PURCHASING SPECIALIST (Continued)**

### **EDUCATION**

High school diploma or general education degree (GED) and possession of the knowledge and abilities listed above.

### **EXPERIENCE**

Two years of increasingly responsible experience involving purchasing activities.

### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

#### **Physical Demands**

Sitting (continuously); stand, walk, bend, stoop, push, pull (occasionally); possible stairs; repetitive hand activities with close reach, such as keyboard, mouse, handwriting and file management(continuously; lift/carry supplies and equipment, up to 50 pounds (occasionally); use seeing, hearing, and speaking.

#### **Working Conditions**

Warehouse and indoor office setting, exposure to usual office and warehouse sounds, dust and (possible) odors.

Exposure to: cold/heat from freezers, refrigerators, and ovens/warmers, cooking noises and odors, electrically/mechanically/gas operated equipment, cleaning fluids.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

### **EMPLOYMENT STATUS**

Bargaining Unit Position

June 2013