

Child Nutrition Purchasing Coordinator

Purpose Statement

The job of Child Nutrition Purchasing Coordinator is done for the purpose/s of providing support to the purchasing process and assigned department staff with specific responsibility for processing bid and purchasing documents and materials and responding to related inquiries; and maintaining vendor/source information and inventories.

This job reports to Child Nutrition Supervisor

Essential Functions

- Assists in coordinating purchasing documents, files and records (e.g. purchase orders, vendor files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Collects purchase orders with assigned limits for the purpose of facilitating on-site ability to acquire required supplies.
- Coordinate the products for scheduled deliveries for the purpose of meeting time sensitive daily required needs.
- Informs other staff and vendors regarding procedural requirements (e.g. ordering and purchasing procedures, available funds, etc.) for the purpose of facilitating the purchasing process with established practices.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs general and program specific clerical functions (e.g. distributing purchase orders, scheduling, copying, faxing, etc.) for the purpose of supporting departmental activities.
- Prepares written materials and electronic purchasing information (e.g. supply lists, reports, etc.) for the purpose of documenting activities, providing reference, conveying information, and complying with established policy and guidelines.
- Processing of data and documents (e.g. bids, incoming purchase requisitions, purchase orders, mail, etc.) for the purpose of updating and distributing information and/or acquiring resources to support purchasing operation in compliance with established guidelines.
- Responds to inquiries of staff and the Child Nutrition Director regarding purchasing procedures for the purpose of providing information, direction and/or referral for addressing inquiry.
- Reviews documents and data (e.g. incoming requisitions, past purchases, reconciliations, inventories, etc.) for the purpose of ensuring completeness and accuracy of purchasing process.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: office management procedures; and purchasing procedures, practices, methods, and terminology; job-related; school safety and security practices; concepts of grammar and punctuation; job-related codes/laws/rules/regulations/policies.

ABILITY is required to schedule a number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with detailed information/data.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; providing information and/or advising others; operating within a defined budget. Utilization of resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 60% walking, and 30% standing. The job is performed under minimal temperature variations.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency: Three years of experience in food service.

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

2/28/2019

Salary Grade