CHICO UNIFIED SCHOOL DISTRICT
NUTRITION SERVICES PURCHASING WAREHOUSE COORDINATOR

DEFINITION
Under the direction of the Director-Nutrition Services this position assists in planning, organizing, and coordinating an efficient, effective purchasing, inventory and distribution system; maintains internal and external departmental controls and communications; receives, stores and issues equipment and supplies; make deliveries and works in warehouse as needed.

SUPERVISION EXERCISED — Works independently according to established policies, procedures, and accepted departmental practices, coordinates technical and functional direction over delivery/warehouse workers and staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES
• Fulfills all areas of delivery worker job description and duties as needed.
• Evaluate schedules, meet deadlines, and assist delivery staff with deadlines.
• Assists, monitors, and coordinates delivery workers and routes for maximum efficiency.
• Ensure security of the warehouse; report any problems to the supervisor.
• Perform a variety of functions in purchasing; including maintaining contact with vendors, processing purchasing requisitions and receiving incoming goods.
• Posts receiving and shipping to perpetual warehouse inventory system; balances perpetual to physical inventories and reports discrepancies; schedules and directs physical inventories; responsible for reporting and valuing losses; maintains inventory system with daily accuracy.
• Participates and assists in coordinating the warehouse activities, interfaces with the office and trains staff.
• Perform a full range of office duties related to warehouse management, inventory control, commodity utilization, bids and request for proposals; type and assembles reports including, but not limited to, delivery calendars and master order guides/reports.
• Performs general clerical duties, including filing and record keeping; operate a variety of office machines such as, but not limited to: computers, copiers, calculators, fax machine, and other communication devices.
• Understands, retains, and carries out verbal and written instructions, policies and procedures, in an independent manner.
• Communicates clearly and concisely, both orally and in writing.
• Communicate with kitchen site managers about product requisitions, inventory levels, and all other inquiries.
• Receive, analyze and coordinate completion of requisitions.
• Responsible for coordinating the bid process, assist in preparing specifications; prepare packets; advertise bids; open bid quotes.
• Checks items received against purchase orders and invoices for conformity; notes and reports shortages, damages and other discrepancies; assists delivery workers to adhere to same practices.
• Establishing quantities of stock to be on hand; minimize over and under stocks; prepare backorders and orders; works within federal, state and district quote, bid, and purchasing guidelines; maintains all records.
• Labeling equipment for identification; maintain records of labeled equipment cross-referencing with purchase orders.
• Monitor and track assigned equipment and supplies assuring proper distribution to sites.
• Purchasing of food and non-food supplies for reimbursable meals and activities including but not limited to: barbeques, pizza parties, field trips, environmental camps.
• Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
• Coordinates and communicates with Director on issues related to Nutritional Services.
• Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS
Knowledge of:
• Knowledge of and may operate computerized point-of-sale.
• Food Service policies and procedures related to use, care and maintenance of equipment, occupational hazards and safety practices, food storage and preparation, sanitation and cleaning requirements, and efficiency in high volume food service production.
• Supplies, commodities and services commonly used in the school food service and school environment.
• Legislative, District and Local policies and procedures.
• Principles and procedures of record keeping.
• Basic mathematical principles.
Skill to:
• Operate modern office equipment including computer equipment and routing scheduling systems.
• Type or operate a keyboard at a level proficient for successful job performance.
• Operate forklifts, pallet jacks and other standard warehouse equipment efficiently and safely.
• Perform principles and practices involved in inventory taking and maintenance.
• Perform procedures and functions of requisitions, storage and delivery.

Ability to:
• Attend workshops, conferences and classes to increase professional knowledge and stay abreast of new food service technologies, trends and computer software.
• Utilize various computer software programs such as, but not limited to, Microsoft Office Suite.
• Perform mathematical computations quickly and accurately.
• Obtain and retain knowledge of California Uniform Retail Operations Codes and other pertinent federal, state, local laws, codes and regulations.
• Coordinate, and train the work of assigned food service personnel.
• Operate computerized point-of-sale at school sites; handle money and make change.
• Multitask in a distracting environment.
• To maintain stock inventory control records and fill orders accurately from requisitions.
• Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
• Apply and maintain high standards of sanitation and personal hygiene.
• Respond to requests and inquiries from students, staff and public.
• Perform the full range of food preparation and serving duties.
• Establish and adhere to an efficient schedule in the preparation and serving of food.
• The ability to obtain a Food Sanitation and Safety Certification by the end of the 5th month of employment.
• The ability to obtain a forklift certificate prior to the end of the 5th month of employment.

EXPERIENCE AND TRAINING GUIDELINES
Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Training:
A minimum of four years of successful experience in any combination of the following:
• Two years as a purchasing agent, buyer, and/or warehouse person, or
• Two years in a related Nutrition Services field in areas such as warehousing, buying or delivery; or
• Two years of responsible delivery experience in a large-scale warehouse delivery operation.

License or Certificate:
• Possession of a valid California driver's license.
• Ability to obtain and maintain certification in Food Sanitation and Safety by the end of the 5th month of employment.
• Ability to obtain and maintain certification for Forklift prior to the end of the 5th month of employment.
• Ability to obtain and maintain certification for ServSafe by the end of the 5th month of employment.

Special Requirements:
See Attached.