

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

- Fulfill all areas of delivery worker job description and duties as needed.
- Evaluate schedules, meet deadlines, and assist delivery staff with deadlines.
- Assist, monitor, and coordinate delivery workers and routes for maximum efficiency.
- Ensure security of the warehouse and 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.
- Post receiving and shipping to perpetual warehouse inventory system; balance perpetual to physical inventories and report discrepancies; schedule and direct physical inventories; responsible for reporting and valuing losses; maintain inventory system with daily accuracy.
- Participate and assist in coordinating the warehouse activities, interface with the office and train 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.
- Perform general clerical duties, including filing and record keeping; operate a variety of office machines including, but not limited to, computers, copiers, calculators, fax machine, and other communication devices.
- Understand, retain, and carry out verbal and written instructions, policies and procedures in an independent manner.
- Communicate 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.
- Check items received against purchase orders and invoices for conformity; note and report shortages, damages and other discrepancies; assist delivery workers to adhere to established practices.
- Establish quantities of stock to be on hand; minimize over and under stocks; prepare backorders and orders; work within federal, state and District quote, bid, and purchasing guidelines; maintains all records.
- Label 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.
- Purchase of food and non-food supplies for reimbursable meals and activities, including but not limited to barbeques, pizza parties, field trips, and environmental camps.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Coordinate and communicate with Director on issues related to the Nutritional Services Department.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Computerized point-of-sale programs;
- 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;
- Occupational hazards and standard safety practices used in warehouse and delivery vehicles;
- 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;
- Safely operate a motor vehicle.

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 Nutrition Services personnel;
- Operate computerized point-of-sale at school sites; handle money and make change;
- Multitask in a distracting environment;
- 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.

EXPERIENCE, EDUCATION, 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:

Experience:

A minimum of four (4) years of successful experience in any combination of the following:

- Two (2) years as a purchasing agent, buyer, and/or warehouse person, or
- Two (2) years in a related nutrition services field in areas such as warehousing, buying or delivery, or
- Two (2) years of responsible delivery experience in a large-scale warehouse delivery operation.

Education:

- The ability to read and write at a level necessary for successful job performance.

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License and Certificate Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.
- Possess and maintain certification in Food Sanitation and Safety by the end of the 5th month of employment.
- Possess and maintain certification for forklift operation by the end of the 5th month of employment.
- Possess and maintain certification for ServSafe by the end of the 5th month of employment.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal or District vehicle to travel to multiple worksites and locations, as needed.
- Insurability of the District's liability insurance carrier.
- Must be at least 21 years of age.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Ability to sit, stand, walk, kneel, crouch, stoop, squat, twist and lift 50 lbs.; exposure to cold, heat, noise, outdoors, mechanical hazards and electrical hazards.

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