

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**  
**Position Description**

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<b>TITLE:</b>	Nutrition Services Purchasing and Warehousing Specialist	<b>CLASSIFICATION:</b>	Classified Non-Management (SEIU/Operations-Support)
<b>SERIES:</b>	None	<b>FLSA:</b>	Non-Exempt
<b>JOB CLASS CODE:</b>	9788	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Nutrition Services	<b>SALARY:</b>	Range 54 Salary Schedule C
<b>REPORTS TO:</b>	Manager, Procurement and Warehouse	<b>CABINET APPROVAL:</b>	03-30-2021

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**BASIC FUNCTION**

Under the direction of the Manager, Procurement and Warehouse, perform a variety of technical duties involved in the purchasing of food and supplies for the Nutrition Services Warehouse; create purchase orders and requisitions for all dry storage goods, refrigerated and frozen foods, meats, produce, dairy, bakery, paper disposables, and cleaning supplies for distribution to SCUSD Central Kitchen and school site kitchens.

**REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principle job elements.)**

Perform a variety of technical duties involved in the purchasing of food and supplies for the District foodservices warehouse; prepare, process, and verify a variety of related forms and documents; and assist in assuring smooth and timely uninterrupted deliveries of food, ingredients, and supplies required for the Central Kitchen and school sites to ensure efficient food service operations for our students. **E**

Receive, review, prepare, and submit requisitions and generate purchase orders; review and inspect inbound shipments for accuracy, completeness, product quality, food safety temperature controls, and appropriate cost calculations; and report discrepancies and obtain credit memos. **E**

Input requisition, purchase orders, and a variety of other data into an assigned computer system, maintain electronic records and files; initiate queries, develop spreadsheets and computerized documents and reports; and monitor and follow up on purchase order status and coordinate dock delivery schedules with manufacturer carriers and logistics. **E**

Confer with staff, vendors, warehouse team, and others to resolve issues, errors, and discrepancies related to purchase orders, deliveries, and shortages and damaged goods; follow up and communicate any delayed shipments or backorders as required. **E**

Communicate with manufacturer and farmer contacts about details of purchasing operations, product specification, delivery requirements, bids and quotations, and service needs or complaints. **E**

Review and assist with evaluations of complex U.S. Department of Agriculture (USDA) foodservice bids to include Micro-purchases, Small Purchases (Request for Quotation), Competitive Sealed Bids (Invitation for Bid-Request for Proposal), Non-Competitive quotes (Sole Source), Request for Information (RFI), and addendums as required. **E**

Support the departments Farm to School initiatives by maximizing locally sourced ingredients and farm fresh fruits and vegetables within 250 miles of the District whenever practicable to enhance the taste and quality of our school meals and to support the Farm to Fork efforts of the Sacramento Region. **E**

Expand our local sourcing objectives by identifying new local suppliers, manufacturers, and growers who can meet the needs of our school meal program. **E**

Communicate details of the District's purchasing operations, product specifications, delivery requirements, bids, quotations, and service needs to vendors. **E**

Analyze, review, and monitor contract pricing and vendor accountability per bid or quote specifications; follow up as needed. **E**

Assist with verifying USDA commodity forecasting using the USDA website and allocations to various manufacturers; monitor commodity levels; and secure bonus and surplus commodities as needed. **E**

Prepare and maintain statistical reports, records, files, and correspondence related to assigned activities; recommend estimated costs for operational improvements and cost savings. **E**

Monitor pass thru values, rebates, and net off invoice discounts to ensure the District maximizes all potential food cost savings for the school meal program. **E**

Monitor appropriate inventory levels of warehouse stock items, best buy and expiration dates, first-in, first-out (FIFO) inventory stock rotation in accordance with department needs. **E**

Communicate with District personnel and various outside agencies to exchange information and resolve issues or concerns. **E**

Operate a variety of office equipment including a calculator, copier, computer, and assigned software; drive a vehicle to conduct work; and operate both a manual and electric pallet jack and pallet shrink wrapper. **E**

Prepare or assist in the preparation of bid documents and maintain vendor bid lists for notifications. **E**

Compare and reconcile invoices, requisitions, purchase orders, records, reports, and other documents to assure accurate purchasing transactions. **E**

Conduct Monthly and Annual Warehouse inventory counts and research and update discrepancies; make necessary recommendations for warehousing improvements. **E**

Maintain and update daily inventory into software database to ensure accurate on hand quantities for accurate data exchange for other department and warehouse personnel. **E**

Support department's technology infrastructure with utilization of various programs to improve efficiencies in centralized ordering, food production, food distribution. **E**

Provide excellent customer service by establishing positive relationships with District personnel, representatives from external organizations and others; respond to phone calls, e-mails, and other communications. **E**

Promote teamwork by sharing knowledge, cooperating with others, participate in meetings and work groups and support the goals and objectives of the department and the District. **E**

Provide a positive climate of interaction and communication between school staffs, families, and the community as related to Nutrition Services. **E**

Perform related duties as assigned.

### **TRAINING, EDUCATION, AND EXPERIENCE**

Any combination equivalent to: hold a high school or general educational development (GED) diploma; three (3) years of volume foodservice purchasing, warehousing, inventory or distribution experience. Previous work experience in School Nutrition program and/or a Certificate in food procurement and warehousing is preferred.

### **LICENSES AND OTHER REQUIREMENTS**

Hold a valid California driver's license, and provide proof of insurance; drive a Nutrition Services vehicle; employee entrance evaluation (lifting test). Hold a valid California Food Safety Certificate and 10 hours of annual professional standards training. Electric Pallet Jack and Forklift Certification (within 6 months of hire) that the District will provide.

### **KNOWLEDGE AND ABILITIES**

#### **KNOWLEDGE OF:**

- Purchasing and warehousing principals.
- Local vendors and sources of supply.
- Knowledge of various foodservice bids to include Micro-purchases and Small Purchases (Request for Quotation).
- Competitive Sealed Bids (Invitation for Bid/Request for Proposal), Non-Competitive quotes (Sole Source), and Requests for Information (RFI).
- Methods and techniques of purchasing goods, supplies, materials and equipment.
- Use and terminology of requisitions, purchase orders and other purchasing documents.
- Record-keeping and report preparation techniques.
- Warehousing Hazard Analysis Critical Control Point (HACCP) food safety procedures.
- First-In, First-Out (FIFO) Inventory stock rotation protocols.
- Interpersonal skills using tact, patience and courtesy.
- Effective oral and written communication skills.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- School Nutrition Program meal pattern and food specification documentation requirements.
- USDA federal procurement guidelines and requirements.
- Inventory control, warehousing and distribution methods.
- USDA commodity entitlement program and allocations for processors.
- CDE state food distribution program and district related products and inventory.
- Off-site storage capacities and process.
- Knowledge of all vendor bid specifications and quotes.
- Seasonal availability of local fruits and vegetables.
- Personal computer and software applications.

#### **ABILITY TO:**

- Process requisitions and prepare and distribute purchase orders.
- Order food and supplies in accordance with established policies and procedures.
- Review and inspect deliveries to assure quality, accuracy, and completeness.
- Utilize a computer to input and process data and generate purchase orders.
- Operate a manual pallet jack.
- Establish and maintain cooperative and effective working relationships with others.
- Understand and follow oral and written instructions.

- Meet schedules and timelines and multi-task in high paced environment.
- Type or input data at an acceptable rate of speed.
- Work independently with minimal supervision.
- Maintain records and prepare reports.
- Perform mathematical calculations with speed and accuracy.
- Read, interpret, apply and explain rules, regulations, policies, and procedures.
- Learn and understand computer programming and automated purchase order systems.
- Maintain consistent, punctual and regular attendance.
- Basic computer literacy and proficiency in Microsoft Outlook, Word, and Excel.

## **WORKING CONDITIONS**

### **SAMPLE ENVIRONMENT:**

Office, kitchen, warehouse and school site environments; drive a vehicle to conduct work, constant interruptions. Exposure to Cold Temperatures of Warehouse Freezer and Refrigerator. Lift up to 50 lbs. and ability to offload pallets of product when necessary with forklift or pallet jack

### **SAMPLE PHYSICAL ABILITIES:**

Hear and speak to make presentations, and exchange information in person and on the telephone; dexterity of hands and fingers to operate a computer keyboard; nutrition service kitchens and warehouse, read documents and reports, and view a computer monitor; sit or stand for extended periods of time; bend at the waist, and reach overhead, above the shoulders, and horizontally to retrieve and store files; lift light objects.

### **SAMPLE HAZARDS:**

Exposure to very hot foods, equipment, metal objects; exposure to sharp knives and slicers, exposure to cleaning agents and pesticides. Exposure to fuel exhaust and warehouse equipment. Working around and with machinery including shrink wrappers, forklifts, pallet jacks and trucks.