

**Job Title:** Purchasing Technician, Food Service  
**Department:** Food Service  
**Reports To:** Nutrition Program Coordinator  
**FLSA Status:** Non Exempt  
**Salary Schedule:** SC lane 09 (effective 7/1/2022)



## **SUMMARY**

Under the supervision of the Nutrition Program Coordinator, the Food Service Purchasing Technician is responsible for supporting the purchasing, distribution, and storage of program supplies and foods for schools within the Washington County School District.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** *may include the following. Regular, reliable worksite attendance and timeliness is an essential job function to perform the essential duties and responsibilities of the position. While this job description attempts to outline all essential duties of the position, the description is not a contract and the job functions are subject to change at the organization's discretion. Other duties may be assigned.*

Acts as custodian records and correspondence to vendors, schools, and patrons as necessary in order to update accounts. Updates warehouse guide products and prices.

In compliance with all applicable federal, state, and district policies and regulations, prepares invitations to bid forms and distributes to supplier firms and public postings. Assists in awarding bids.

Compares prices, specifications, and delivery dates, and recommends award of contract to bidder.

Screens vendor invoices for correct bid pricing. Prepares and processes vendor invoices for payment.

Prepares and processes orders daily with various vendors. Reconciles and troubleshoots order and/or vendor issues.

Analyzes and approves all orders to vendors, placed by managers.

Creates and receives all purchase orders needed for the program.

Receives all goods delivered to warehouse, maintaining running total of warehouse commodities and purchased products. Monitors warehouse kitchen and kitchen prep inventory weekly.

Reviews and verifies paperwork from deliveries for accuracy.

Creates new warehouse numbers for products coming into the warehouse.

Updates delivery dates weekly.

Organizes and maintains records, reports, and other material essential for purchasing.

Supports and provides training and guidance to Food Service Managers on how to use software programs.

Assists in planning and presenting at monthly Food Service Manager meetings. Assists in determining agenda from identified problems, new directives, and instructions regarding orders and inventory.

**SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

**KNOWLEDGE, SKILLS, ABILITIES, AND QUALIFICATIONS** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must demonstrate an acceptable level of maturity, good judgment, and emotional stability.*

Must have current knowledge of child nutrition and its application in school lunch programs.

Must have an understanding of inventory management and economic order quantities.

Ability to read, write, and communicate effectively in English at a level required for successful job performance. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from management, public groups, and/or the WCSD School Board.

Ability to work with applicable mathematical concepts. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to perform mathematical operations using units of American money.

Ability to apply common sense understanding to carry out essential duties of this position. Ability to carry out instructions furnished in written, oral, or diagram form. Ability to troubleshoot and solve problems involving concrete variables situations. Ability to define problems, collect data, establish facts, and draw valid conclusions.

**EDUCATION and/or EXPERIENCE**

Associate's degree or equivalent; or six months to one year related experience and/or training; or equivalent combination of education and experience. Experience using various computer platforms, office suite software, internet browsers, and other computer related equipment, including scanners, is required.

**CERTIFICATES, LICENSES, REGISTRATIONS**

Must complete annual continuing education/training hours required by the Professional Standards for State and Local School Nutrition Programs Personnel Rule as required by the Healthy, Hunger-Free Kids Act of 2010 (HHFKA).

**PHYSICAL DEMANDS** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit; use fingers and hands to handle; talk and hear. The employee is occasionally required to stand, walk, and reach

with hands and arms. The employee must regularly lift and/or move 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the noise level in the work environment is usually moderate, and very busy and interruptive.

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|---------------------------------------------------------|---------------------------------------------|------------------------------------------|-------------------------|
| Prepared By: <b>Nutrition Program Coordinator</b>       |                                             | Date: <b>07/11/2017</b>                  |                         |
| Approved By: <b>Assistant Director, Human Resources</b> |                                             | Date: <b>08/10/2017</b>                  |                         |
| <input type="checkbox"/> Review                         | <input checked="" type="checkbox"/> Revised | By: <b>Nutrition Program Coordinator</b> | Date: <b>05/10/2021</b> |
| <input type="checkbox"/> Review                         | <input checked="" type="checkbox"/> Revised | By: <b>Nutrition Program Coordinator</b> | Date: <b>05/13/2022</b> |

**EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT:**

*By signing below, I acknowledge that I have received a district approved position description for my current position. I understand it is my responsibility to review the position description and direct any questions regarding the position description to my department supervisor or the Human Resources Department.*

|                     |       |
|---------------------|-------|
| Print Name:         | Date: |
| Employee Signature: |       |