



NUTRITION SERVICES PURCHASING ANALYST

Job Code: 545FSA
Bargaining Unit: 06
Effective Date: 7/1/2003

Description of Work

General Statement of Duties

Performs professional work involving the purchasing of food service and office equipment and supplies, government commodities and related products; analyzes product usage; coordinates and plans school menus, tests new products and performs related duties as required.

Supervision Received

Works under the general supervision of the Nutrition Services Director.

Supervision Exercised

None.

Typical Duties Performed

The listed examples may not include all the duties performed by all positions in this class.

Establishes nutrition services ordering procedures and ensures that they are followed (e.g., par levels for ordering food products and other items needed on an on-going basis).

Prepares annual cost estimates for products and equipment to be ordered; analyzes product usage to determine costs, product waste and the need for new products.

Orders food service and office equipment and supplies, government commodities and other related products, as needed, using the appropriate ordering method (e.g., requisition, field blanket or storehouse order, etc.); follows up as necessary to ensure that orders are received; notifies nutrition services staff of shipping delays or product shortages; coordinates ordering items that are available through premium offers by vendors by communicating information to the management team, discussing selections and processing the resulting orders.

Serves as liaison to the district purchasing department for the nutrition services purchasing function; works with district purchasing to establish specifications (in conjunction with other nutrition services staff as appropriate); finds and reviews new

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Typical Duties Performed (continued)

vendors; evaluates completed bids; makes bid award recommendations; reviews vendor contracts as necessary and negotiates price discounts; works with purchasing to terminate contracts where vendors are providing unsatisfactory service and/or products.

Serves as liaison to vendors providing food service products; maintains records of vendor issues/problems; (e.g., not providing timely, delivery and/or accurate invoicing, etc.); provides feedback to vendors where improvement is needed.

Solicits feedback from nutrition services staff regarding satisfaction with products; communicates vendor changes or other purchasing-related decisions to staff as appropriate.

Serves as liaison to warehouse staff; reviews procedures used to ensure that inventory records are accurate; investigates shortages or inaccuracies; makes recommendations relating to using technology to make the inventory system and data tracking process more efficient.

Plans menus for schools, school-based programs and the summer program; works with other nutrition services staff to ensure nutritional balance and to update and change menus; communicates menu change decisions to nutrition services staff affected; provides product information to quality control for the menu notes to schools; updates nutrition services management on issues that impact the availability and cost of food products and on product shortages; ensures that government commodity products are incorporated into menu planning.

Coordinates new product screening and testing; recommends new product ideas, as needed and appropriate; develops the criteria and reasons for purchasing the new product; provides quality control with written documentation about new products (e.g., cost, product quality criteria, timelines, etc.) and updates them as necessary; ensures that standards for product criteria and delivery deadlines are met; informs appropriate nutrition services staff of any screening or testing conducted and the final results.

Establishes and maintains working relationships with outside agencies, as necessary, to accomplish work objectives.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of nutrition theory and principles.

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Knowledge, Skills and Abilities (continued)

Considerable knowledge of purchasing procedures.

Considerable knowledge of the standard equipment and supplies used by a large food service operation, including a warehouse and offices.

Considerable knowledge of USDA program guidelines.

Working knowledge of large and complex food service operations.

Considerable ability to communicate effectively, both orally and in writing.

Considerable ability to plan and coordinate multiple activities and to manage conflicting deadlines.

Considerable ability to interact effectively with district staff, vendors and distributors and the staff of outside agencies representing a diversity of cultural, ethnic and socioeconomic backgrounds.

MIMIMUM QUALIFICATIONS

Bachelor's degree in food management or a related field and three years of experience involving the ordering of food service equipment and supplies, menu planning and/or new product screening/testing for a large and complex food service operation.