

CLASS TITLE: FOOD ~~WAREHOUSE SERVICE~~-COORDINATOR

DEFINITION: Under direction, performs moderately difficult work in arranging for the purchase, delivery and inventory of food, supplies and equipment to the [Food and Nutrition Services Department Warehouse](#) district; ~~processes and assigns substitutes; and~~ performs related work as required.

EXAMPLE OF DUTIES:

- Acquires information from vendors of food [and supplies](#) (E), ~~supplies and equipment~~
- [Reviews inventory levels, menus, recipes, and participation reports to forecast purchasing needs](#) (E)
- [Reviews purchasing forecasts regularly with Warehouse and Operations Manager to ensure accuracy](#) (E)
- [Places orders with vendors for food and supplies](#) (E)
- [Creates monthly order guides for schools based on menus](#) (E)
- [Assists Warehouse and Operations Manager and Clerks with review of School Site orders to ensure accuracy](#) (E)
- [Assists in the review of monthly inventory for both the Food and Nutrition Warehouse and School Sites](#) (E)
- [Logs invoices and receives Warehouse orders using Inventory Software system](#) (E)
- [Reads and reconciles various invoices and statements from vendors](#)
- [Works with Purchasing Department to create Purchasing Requisitions, Purchasing Orders, and Change Orders for food and supplies](#) (E)
- [Works with Food and Nutrition Director to prepare product speculations and estimate Department usage for both formal and informal procurement](#)
- [Obtains price quotations from approved vendors for food and supplies](#)
- [Tracks vendor contact information using Inventory Software](#)
- [Working with other Food and Nutrition Services staff, sets up new inventory items in Inventory Software system](#) (E)
- [Participates in regular Department meetings, including menu planning](#)
- [Assists the Food and Nutrition Director and Warehouse and Operations Manager with forecasting purchasing needs, including USDA Commodities](#)
- [Applies established rules, regulations, policies and procedures to purchasing](#)
- [Other duties as assigned](#)
- ~~Coordinates the ordering, storage and delivery of goods from the district warehouse and suppliers to district cafeterias~~
- ~~Processes, assists in training and assigns substitutes as required~~
- ~~Provides information and assistance to Food Service Managers regarding orders~~
- ~~Prepares, monitors and maintains monthly inventory of warehouse goods~~
- ~~Checks and records site inventories manually and electronically~~

DESIRABLE QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to

course work in food technology, purchasing or a related field and experience in a school food service program. [At least 1-2 years large-scale purchasing experience.](#)

Knowledge of:

- Proper purchasing and storage of food, supplies and equipment for a large-scale food service program
- USDA guidelines for menu planning and commodity purchasing and handling
- Arithmetic
- Modern office equipment and procedures
- Report preparation and business correspondence
- [Oral and written communication and c](#)Correct English usage, spelling, grammar and punctuation
- [Departmental policies and procedures](#)
- [Principles and practices of public purchasing](#)

Skills in:

- Maintaining proper records associated with food, supplies and equipment
- Establishing and maintaining effective working relationships with staff, public and vendors
- [Purchasing](#)~~Scheduling distribution of~~ food, supplies and equipment
- Performing a variety of clerical tasks including data entry with speed and accuracy
- Operating a [computer and Inventory Software system](#)~~microcomputer and ten-key adding machine~~

Ability to:

- Work under pressure with frequent interruptions
- Work independently
- Follow written and oral instructions
- Compile information and prepare reports
- Interpret and apply governmental rules as applicable
- Perform the essential functions of the position which include sitting, standing, lifting bending, twisting, reaching, seeing, hearing

Licenses and Certificates:

- A valid California Driver's License

Range ~~537491~~

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