

CLASS TITLE: **FOOD WAREHOUSE 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. Performs related work as required.

EXAMPLE OF DUTIES:

- Acquires information from vendors of food and supplies (E)
- 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

("E" denotes essential functions)

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 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 food, supplies and equipment
- Performing a variety of clerical tasks including data entry with speed and accuracy
- Operating a computer and inventory software system

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 537

Board Revision Date: May 8, 2024