



T U L S A

PUBLIC SCHOOLS

Job Title: CN Purchasing Manager

Department: Child Nutrition
Reports To: Child Nutrition Director
Grade: CA-17
Number of Days: 12 Months
Security Access: Child Nutrition Ross
Current Date: November 21, 2016
Overtime Status: Non-Exempt

Position Summary: Manages purchasing process for Child Nutrition. Responsible for all functions required for Child Nutrition purchasing. Liason between the warehouse and Child Nutrition Department.

Minimum Qualifications:

- Bachelor degree preferred.
- High school diploma or equivalent required.
- Experience with application software.
- Previous experience with child nutrition and management preferred.
- One year experience supervision and quantity food preparation.
- Competencies in finance, professional leadership and personnel or business management.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops written specifications for foods, linens, chemicals and equipment.
- Compose the bid specifications for all direct purchases, i.e., milk, bread, produce, snack foods, beverages, etc.
- Responsible for all Child Nutrition bid awards, which includes analyzing bids for best purchases, nutritional content and summarizing the information so it is available for all supervisory staff.
- Responsible for managing the Child Nutrition warehouse inventory, which includes consideration of space available for dry and frozen products, and ordering all products to be available to the cafeteria managers in a timely fashion but yet keep the inventory to a minimum.
- Reacts to and manages product shortages.
- Forecast and manage USDA commodities for most efficient use of the entitlement.
- Responsible for writing commodity agreement.
- Assist in disaster planning.
- Maintains spreadsheet that details the amount of money encumbered and spent on each food item.

- Maintains monthly reports of inventory.
- Conducts training for employees on-the-job, workshops, seminars and professional meetings as needed.
- Assist director in effectively and efficiently managing resources of department.
- Define and maintain departmental standards for products and services.
- Maintains good working relationship with purchasing department, warehouse personnel and vendors so that the lines of communication remain open.
- Demonstrates technical competency and high ethical conduct.
- Demonstrates in-depth knowledge of nutritional requirements and dietary recommendations for children.
- Demonstrates knowledge of Child Nutrition Programs. Demonstrates knowledge of chemical and physical properties of food.
- Utilize appropriate scientific problem-solving techniques in quality, quantity food production.
- Searches for new products to enhance operation of food service.
- Demonstrates knowledge of and ability to apply market research technique.
- Perform other tasks as assigned .

Skills and Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of Windows and computer network applications.
- Excellent written and verbal communication skills.

Supervisory Responsibility:

- Requisition Technician Inventory Assistant and Menu Clerk.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office, commuting to meeting and school sites required.

Tulsa Public Schools is an equal opportunity employer and does not discriminate against persons because of age, race, color, creed, religion, disability, gender, ethnic or national origin, or veteran status. Tulsa Public Schools prohibits discrimination against individuals with disabilities and will reasonably accommodate applicants with a disability, upon request, and will also ensure reasonable accommodation for employees with disabilities.