



**Job Title: Requisition Technician and Inventory Assistant, Child Nutrition**

**Department:** Child Nutrition  
**Reports To:** Child Nutrition Purchasing Manager  
**Grade:** CN-05  
**Number of Days:** 12 Months  
**Overtime Status:** Non-Exempt

---

**Job Objectives:** Maintains Munis (Accounts Payable) for Department. Responsible for grocery order distribution for sites to the warehouse.

**Minimum Qualifications:**

- High School Diploma or equivalent

**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.
- Enter all department requisitions.
- Maintains purchase orders, process invoices and accounts for purchase order balances.
- Makes budget transfers.
- Updates vendors in Munis.
- Reviews grocery orders for school sites and releases them for distribution.
- Makes corrections/adjustment to site grocery orders before export into Munis.
- Maintains inventory in Munis.
- Notify Inventory Control Manager of shortages.
- Assist Inventory Control Manager with bid openings, assimilating bid openings and product testing.
- Other Inventory related duties as assigned.
- Establish and maintain rapport with the warehouse personnel and Purchasing personnel.

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

- 1 year of clerical experience.
- Strong knowledge of Windows and computer network applications.
- Working knowledge of the Munis system and Web-smart programs.

**Supervisory Responsibility:** Does not directly supervise any individuals.

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

- Office, occasional work in warehouse or kitchen maybe required.

Tulsa Public Schools is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, sexual orientation, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.