

## Union Public Schools Job Description

**Position Title:** Child Nutrition Procurement Manager  
**Department:** Purchasing  
**Supervisor:** Director of Purchasing & Supply Management

**FLSA Designation:** Non-exempt

**SUMMARY:** Child Nutrition Procurement Managers are responsible for the sourcing, evaluation for award, and ordering supplies and services for the child nutrition department's food, supplies, equipment, equipment service, and services.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned*

- Learns, follows and applies all state, Federal and district procurement guidelines and requirements.
- Develops and writes specifications, scopes of work, and requirements for the sourcing documents and solicitations.
- Develops and issues sourcing documents for the competitive solicitations, requests for quotes, and obtain inform quotes for food, supplies, equipment, equipment repairs and services.
- Tabulates and evaluates bids and quotes to determine award, based on bid requirements and evaluation from other evaluation team members.
- Works with child nutrition department and cafeteria managers in developing the specifications and requirements for competitive solicitations and requests for quotes.
- Enters and tracks requisitions for repairs, service and other child nutrition procurements as required.
- Orders food, equipment, services and supplies after receipt of the purchase order.
- Approves for payment all invoices associated with purchases orders for which he/she has initiated.
- Communicates with equipment service personnel to ensure cafeteria equipment is maintained and repaired in a timely manner and in compliance with Finance requirements.
- Establishes and maintains a positive relationship with cafeteria personnel and assist them in the procurement of supplies and materials.
- Maintains vendor database and bidder's lists.
- Manages contracts for compliance with the terms and compliance with state, federal and district procurement guidelines and regulations.
- Must effectively use district procurement, eProcurement, child nutrition and inventory systems.
- Assists with receiving and inventory control in the warehouse as required by the Director of Purchasing & Supply Management.
- Expedites orders as required.
- Assists the Director of Purchasing & Supply Management and Director of Child Nutrition with special procurement projects.
- Works cooperatively with other departments in completing the purchasing process.
- Maintain consistent and punctual attendance.
- Performs other duties assigned by supervisor or administrator.

**SUPERVISORY RESPONSIBILITIES:** None

**QUALIFICATION REQUIREMENTS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, physical stamina, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION and/or EXPERIENCE:** Bachelor's degree in Business, Accounting or Supply Management from accredited college or university preferred. Knowledge and expertise in working with cafeteria-related food, supplies, services and equipment needed. Knowledge and experience in governmental purchasing and buying practices preferred. Advanced Excel and Access competency required. Three (3) years in procurement experience preferred.

**CERTIFICATES, LICENSES, REGISTRATIONS:** C.P.M., CPSM, CPPB, NIGP-CPP preferred.

**LANGUAGE SKILLS:** Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Business and technical writing skills required, e.g. writing and developing specifications, scopes of work, and bid requirements. Ability to speak effectively before groups of customers of an organization.

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret graphs.

**REASONING ABILITY:** Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:** Must have strong communication, interpersonal, organizational and computer skills. Ability to develop effective working relationships with staff, vendors, and the school community. Ability to communicate clearly and concisely. Experience in management of multiple, simultaneous tasks under time and accuracy constraints. Ability to perform the functions of the position with minimal supervision and remain self motivated. Ability to communicate tactfully, effectively, and positively with District personnel. Strong analytical skills.

**PHYSICAL DEMANDS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is almost continuously required to sit, and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required in this job include close vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this*

*job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Work in an office environment; sustained posture in a seated position for long periods of time. Overtime required during critical peak times. The noise level in the work environment is usually quiet.