



JOB DESCRIPTION
Procurement Agent - Child Nutrition Department

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The Procurement Agent, under the direct supervision of the Director of Child Nutrition, is responsible for product procurement, distribution and inventory used by the child nutrition department.

EDUCATIONAL / CERTIFICATION / EXPERIENCE REQUIREMENTS:

- High School Diploma or GED
- One to Two years experience in purchasing/acquisitions and inventory control

ADDITIONAL REQUIREMENTS:

- Skills testing will be required
- Must be able to provide current insurance for vehicle used for travel

KNOWLEDGE / SKILLS / ABILITIES:

- Proficient skills in keyboarding, word processing, and file maintenance
- Effective communication and interpersonal skills
- Basic math skills
- Ability to use personal computer and software to develop spreadsheets and databases and do word processing
- Strong organizational skills
- Ability to work well and in a positive manner with employees and the public

DUTIES AND RESPONSIBILITIES:

1. Identifies and procures products needed to properly supply production cafeterias and central kitchen to meet their meal menu needs set by assistant director.
2. Coordinates product requirements and procurement functions to insure all campuses receive product on a weekly basis.
3. Manages and maintains Horizon/Boss Inventory & Ordering system to include entering new product and continually updating current products and assuring all campuses are notified.
4. Insures all campuses and warehouse maintain adequate inventory of product.
5. Insures all campuses and warehouse take physical inventory on a monthly basis and review for accuracy.
6. Assists all cafeteria managers in identifying, ordering and procuring required products.
7. Issues product from child nutrition warehouse and insures physical inventory matches perpetual inventory.
8. Responsible for assuring all grocery orders are placed and delivered on a weekly basis for all campuses.
9. Training for all appropriate personnel on ordering, receiving, and inventory in the Horizon/Boss computer system.
10. Works closely with Region 20 Purchasing Co-op on all food, paper, and chemical bids.
11. Creates and maintains other child nutrition bids as needed.
12. Works in collaboration with the Director and Assistant Director in creating orders for commodities and processed commodities from USDA and is responsible for placement of the order.
13. Handles any problems with receiving at the campuses and with vendors.
14. Locate deliveries for all campuses, special functions, and concessions.
15. Insures purchased foods are of the best quality through communication with managers. If any unacceptable products are found, is responsible for communicating dissatisfaction to purveyor and/or searching for satisfactory substitutes.

16. Continually searches for new products that are of the best quality and cost.
17. Verifies grocery invoices against bid pricing to assure proper billing charges.
18. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

WORKING CONDITIONS:

MENTAL DEMANDS: Ability to concentrate, communicate (verbally and written), understand verbal instructions, reason, read, coordinate, compile, and maintain emotional control.

PHYSICAL DEMANDS: Ability to lift and/or carry light weight (under 15 pounds), sit, hear, repetitive hand motions, speak, maintain visual acuity, and limited traveling.

SUPERVISORY RESPONSIBILITIES:

None

EQUIPMENT USED:

Basic office equipment

Manual Trades Pay Grade: 7

Days: 226

Wage/Hour Status: Nonexempt

Updated: September 10, 2008

The Judson School District considers applicants for all positions without regard to race, color, national origin, age, religion, sex, marital or veteran status, the presence of a medical condition, disability, or any other legally protected status.