

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: BUYER I (RANGE 25)

BASIC FUNCTION:

Under the direction of a supervisor, perform a variety of duties related to the acquisition of supplies, equipment, materials and commodities for the district; prepare formal bids, contracts, quotations and commodity orders according to established local, State and federal laws, rules and regulations.

DISTINGUISHING CHARACTERISTICS:

The Buyer I classification is responsible for the acquisition of supplies, equipment, commodities and janitorial supplies. The Buyer II classification performs more complex buying activities and is assigned to purchase of supplies, equipment, materials and warehouse stock for the District.

REPRESENTATIVE DUTIES:

Perform a variety of duties related to the acquisition of supplies, equipment, materials and commodities for the district; coordinate contracts with vendors, bids for equipment, commodities, disposables and janitorial supplies. *E*

Prepare formal bids, contracts, quotations and commodity orders; evaluate quotations for cost effectiveness; write specifications for the purchase of items, such as food, supplies and equipment; monitor vendor pricing and contract and assure adherence to guidelines; take appropriate action as necessary. *E*

Provide technical expertise and assistance to vendors, administrators and staff regarding and status of purchased materials, equipment and supplies; resolve problems or complaints. *E*

Communicate with management to determine purchase needs and specifications per department menus and product availability. *E*

Coordinate and monitor the work orders related to the delivery of food service items and equipment; assure timely delivery of items to school sites. *E*

Obtain prices from catalogs by telephone or by personal contact with vendors; prepare purchase orders for all products purchased; audit and extend monthly cafeteria, cold storage, commodity and warehouse inventories. *E*

Monitor budgetary expenditures and inventory; monitor and verify quantities of commodity food products at District locations and storage facilities; input inventory information into computer spreadsheets as required. *E*

Assist in the preparation of specifications, purchase orders and bids as assigned.

Maintain USDA and State commodity verification records between processors, distributors and Nutrition Services Department; maintain CN labels and nutrition information on all food products.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Food service and commodity purchasing and procurement principles, practices and procedures.

Type and sources of supplies, materials, and equipment utilized in a school district food service operation.

Methods and procedures used in purchasing of District food service supplies and equipment.

Laws, rules and regulations related to assigned activities.

Basic purchasing policies, practices and terminology.

Operation of a computer terminal.

Food service operations, procedures, equipment and terminology.

Financial and statistical record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Modern office practices, procedures and equipment.

ABILITY TO:

Perform a variety of duties related to the acquisition of supplies, equipment and materials for the District food service department.

Purchase quantity items and services economically, efficiently and in accordance with established policies, procedures and guidelines.

Read, interpret, apply and explain laws, rules and regulations affecting the purchase of food, commodities, supplies and equipment.

Evaluate prices, items, discounts and quantities to purchase items cost-effectively.

Obtain verbal and written price quotations.

Meet schedules and time lines.

Plan and organize work.

Add, subtract, multiply and divide quickly and accurately.

Operate a computer terminal.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level course work in school food management, procurement, business administration, nutrition or related field and two years of increasingly responsible experience in public procurement.

WORKING CONDITIONS:

ENVIRONMENT:

Office, warehouse and food service facility environment.

Constant interruptions.

PHYSICAL ABILITIES:

Sitting for extended periods of time.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read.

Dexterity of hands and fingers to operate a computer keyboard.

Walking.