

Job Title: Senior Purchasing Clerk FNS

Wage/Hour Status: Hourly

Reports to: Director

Pay Grade: 305

Dept. /School: Food and Nutrition Services

Date Revised: October 3, 2022

Primary Purpose

Process orders for the National School Lunch Program and National Breakfast Program (NSLP/NSBP), including food, warehouse supplies, commodities, catering supplies, office supplies and small equipment received from each school cafeteria and central office. Input purchase orders into the system.

Qualifications

Education/Certification

High School Diploma/GED or higher education from an accredited institution of higher education

Special Knowledge/Skills

- Passing score on District's clerical SET test
- Excellent oral and written communication skills

Experience

Three (3) years related experience

Major Responsibilities and Duties

1. Enter and process food orders by school site generated on a weekly basis for vendor submission.
2. Generate and process cafeteria warehouse supply orders to be entered in TEAMS on a weekly basis, including emergency orders.
3. Work closely with cafeteria managers to adjust food and supply orders before and after processing for vendors.
4. Communicate on a regular basis with food vendors regarding shortages, delivery schedules or issues.
5. Maintain commodity inventory based on quantities received in private storage and quantities delivered to school cafeterias.
6. Enter food bid purchase orders for the NSLP/NSBP. ,
7. Input additional purchase orders for small kitchen equipment during the school year, as needed.
8. Keep inventory and input purchase orders for office supplies.
9. Receive purchase office supplies and equipment delivered to central FNS office.
10. Monitor Department of Defense (DOD) Fresh Produce Funds and allocate accordingly.
11. Enter produce orders into the USDA or fruit vendor website as indicated.
12. Enter weekly commodity orders into the Texas Unified Nutrition Program System (TX-UNPS) weekly
13. Assist area supervisors with school orders, shortages, damaged product, and vendor issues.
14. Obtain and update detailed descriptions, pricing, and case quantity for new items.
15. Assist director and assistant director when planning commodities for the following school year.
16. Exercise judgment based on knowledge and experience to plan details of the work and select appropriate methods to accomplish work objectives.
17. Answer phone calls, direct calls, and take messages.
18. Perform other duties as assigned by supervisor.

Supervisory Responsibilities

None

Equipment Used

Computer, printer, copier, fax machine, calculator, adding machine and telephone.

Physical and Mental Job Requirements

Mental Demands/Physical Demands/Environmental Factors

Maintain emotional control under stress, occasional prolonged and irregular hours. Repetitive hand motions; prolonged use of computer. Work with frequent interruptions.

Terms of Employment

221 days; hourly rate to be established by the Board of Trustees

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved: _____

Job Title: _____

Date: _____

Approved: _____

Job Title: _____

Date: _____

My supervisor has reviewed this job description with me and has provided me a copy

Employee: _____

Date: _____

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El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Rosa Ramos at 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.