



EMPLOYEE NAME: _____

Revised: 3/97; 1/98; 7/05; 9/05; 8/08; 7/10; 10/12, 6/16, 6/18

JOB DESCRIPTION

POSITION TITLE: Senior Buyer, FNS	JOB CODE: 466C
DIVISION: Business Services	SALARY SCHEDULE: Prof/Supv Support Annual
DEPARTMENT: Food and Nutrition Services	WORK DAYS: 238
REPORTS TO: Field Support Associate Director, Food and Nutrition Services	PAY GRADE: Rank G (NK07)
FLSA: Exempt	PAY FREQUENCY: Monthly
PRIMARY FUNCTION: Procures goods and services for FNS; ensures that FNS funds and USDA entitlement funds are used to best benefit the program.	

REQUIREMENTS:

1.	Educational Level: Bachelor Degree in Business or related field or its equivalency required (2 years of similar work level experience = 1 year of college) A combination of experience and education may be used to meet the Bachelor Degree requirement; however, the work experience years used to qualify for the Bachelor Degree requirement cannot be used to meet the work requirement
2.	Certification/License Required: None; Certified Public Purchasing Office (CPPO) or Certified Professional Public Buyer (CPPB) or equivalent certification preferred
3.	Experience: 3 years in management or procurement related position; food service experience preferred
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities, including exposure to extreme cold and/or heat
5.	Knowledge, Skills, & Abilities: Written and oral communication; computer; analytical; leadership; organization; planning skills

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	Implements and manages contracts and price agreements to ensure that all contract conditions are followed; monitors the quality of food, supplies, and services that are being procured by FNS; coordinates with Food Service Managers, and Financial Services staff to resolve any issues with vendors.
3.	Processes school cafeteria orders and deliveries to ensure products/services are received in a timely manner to meet menu and special activities.
4.	Manages the weekly fresh produce program (DOD) to determine which products will be purchased; prepares and submits all necessary documentation for payment of produce received.
5.	Prepares reports of expenditures and receipts for food purchases and disbursements for financial analysis.
6.	Coordinates with pest control company to implement program to help eliminate any pest control issues at schools; processes and reviews the pest control service reports each month.
7.	Establishes, qualifies, and maintains a list of vendors capable of delivering goods and/or services; maintains contact with vendors to assist in successful participation in purchasing process; disseminates information to vendors and District staff concerning FNS purchasing policies and procedures.
8.	Analyzes, researches, and develops solicitations to meet FNS needs and requirements on contracts for goods and services; ensures that all laws, regulations, and policies are followed.
9.	Maintains current knowledge of purchasing practices through educational programs, research, vendor contact, trade literature, and trade shows.
10.	Analyzes inflation rates and provides cost estimates of food and supplies for budgetary purposes.
11.	Performs other duties as assigned by appropriate administrator.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____