

## **Purchasing Technician – Accounting Assistant**

### **Definition**

Under general direction of the Food Service Director to place orders with vendors for specified food and supplies, to be responsible for food service accounts payable and to perform a variety of clerical duties.

### **Essential Duties**

1. Contact vendors to obtain quotes, pricing, product information and related purchasing data; verify pricing and purchase order information as necessary; use bid information and comparative shopping.
2. Modify and cancel purchase orders as necessary; follow up on delayed shipments, discrepancies and damaged deliveries.
3. Input purchase order information into an assigned computer system including deliver address, discounts, account coding, purchase amounts, product quantity and other required data.
4. Prepare invoices and purchase orders for payment according to established District procedures. Code invoices, assuring proper budget account charges, prior to sending data to Business Office for county processing.
5. Maintain various auditable records and reports related to purchase orders, and maintain a filing system.
6. Obtain specifications for food and supplies from Nutritionist and/or Director; by use of district menus/recipes, and recommendation of USDA Commodity products on hand.
7. Initiate and receive phone calls concerning various purchasing functions, respond to inquiries and provide information concerning purchase orders, on line orders and the procurement of equipment, supplies and materials.
8. Eligibility application processing for free and reduced lunch program. Input into State approved computer system; verification follow up.
9. Communicate with other departments and sites, vendors and staff to coordinate and verify information and receipt of orders; contact and obtain approval on price increases and product changes.
10. Enter all orders and received products into district inventory system for maintaining the perpetual inventory.
11. Provide a variety of assistance to site kitchen personnel,
12. Receive, sort and distribute incoming mail,
13. Receive visitors and refer parent and vendor telephone calls to proper personnel; answer routine parent, vendor and site questions according to established guidelines.
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### **Qualifications**

#### **Knowledge of:**

1. Basic purchasing and accounting practices and terminology;
2. USDA Commodity; District entitlement and processing agreement(s) in relation to purchase of food in a school nutrition program.
3. Business English including vocabulary, grammar, spelling and punctuation;
4. Modern office practices and procedures;
5. Standard office equipment operation, including computer operation;
6. Rules, regulations, laws and policies governing the District.

#### **Ability to:**

1. Perform a variety of clerical duties related to the purchasing of services, supplies and equipment for the District.

2. Meet the public tactfully and courteously. Maintain a harmonious and cooperative relationship with fellow workers;
3. Use common office machines and possess some skill in their operation;
4. Understand and carry out oral and written directions;
5. Exercise some independent judgment and discretion in the application of established procedures and policies in order to carry out an assignment or handle problems which may arise.

### **Experience**

Two years of increasingly responsible clerical experience, preferably including at least one year in a public school office.

### **Education**

High school diploma or equivalent.

### **License**

Valid California Driver's License.

**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 the job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand, walk and reach with hands and arms. The employee is frequently required to reach with hands and continuously will repeat the same hand, arm or finger motion many times as in typing or using a calculator. The employee is continuously required to interact with public and staff while meeting multiple demands from several people. The employee must occasionally lift and/or move up to twenty-five pounds. Specific vision abilities required by this job include close vision, 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.

The noise level in the work environment is usually moderate. The position usually demands meeting deadlines with severe time constraints.

The information contained in this job description is for compliance with the American with Disabilities Act (A..D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

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