



BERKELEY UNIFIED SCHOOL DISTRICT

Human Resources Department

CLASSIFICATION AND
POSITION DESCRIPTION

TITLE:	Sous Chef- Purchasing	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	Nutrition Services Department	CLASSIFICATION:	Classified Management
FAIR LABOR STANDARD ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS	12 months/ Calendar 2000 8 hours per day or duty days/hours as assigned

BASIC FUNCTION:

Organize and oversee the purchasing activities and operations of the Nutrition Services Department; obtain food, supplies, equipment and services in accordance with established policies and procedures for the Nutrition Services Department; prepare, advertise and follow instructions for bid specifications, formal and informal quotations; communicate with vendors, contractors, manufacturers and wholesalers; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- x Organize and oversee the purchasing activities and operations of the Nutrition Services Department; obtain food, supplies, equipment and services in accordance with established policies and procedures for the Nutrition Services Department
- x Prepare, advertise and follow instructions for bid specifications, formal and informal quotations; set up bid openings, review bid recommendations with the Director; communicate with vendors, contractors, manufacturers and wholesalers; participate in the development and implementation of departmental policies and procedures; send award to bidders
- x Coordinate and direct food service inventory functions; estimate and order appropriate amounts of food service items, equipment and supplies; direct receipt, storage and rotation of food items and supplies; organize and direct daily and periodic inventories; coordinate related purchasing activities with vendors and other outside agencies
- x Review menus; calculate and project totals needed; place orders for food equipment and supplies
- x Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- x Obtain current prices by catalog, bid process, telephone, letter or quotation; contact vendors by telephone or mail regarding discrepancies or other problems pertaining to purchasing; communicate with warehouse staff regarding discrepancies
- x Check purchase orders, quotations and bids for accuracy and completeness; process general purchase orders; communicate with vendors
- x Monitor and maintain stock levels of warehouse, perishable and freezer items and equipment;

Train and evaluate the performance of assigned staff

Communicate effectively both orally and in writing

Interpret, apply and explain rules, regulations, policies and procedures

Establish and maintain cooperative and effective working relationships with others

Operate a computer and assigned office and warehouse equipment including a forklift

Analyze situations accurately and adopt effective course of action

Meet schedules and time lines