SAMPLE JOB DESCRIPTION: PROCUREMENT MANAGER

Job Title: Procurement Manager (PM)

Division: [District Dependent] Job Code: XX

Department: Food Services Department (FSD) Affiliation: XX

Date Developed: XX Grade: XX

Revision Date: XX Overtime Status: XX

Reports To: [District Dependent]

Supervisor’s Superior: Food Service Director

Positions Supervised: [District Dependent-Warehouse/Facilities Coordinator, Nutrition Coordinator, Procurement Assistant]

**Job Summary**

The Procurement Manager (PM) assists and supports the [District Dependent] through developing and managing all of the procurement activities for the FNS relating to the meals—vendor relations, broker relations, solicitation development, advertising solicitations, evaluation of bids, management of contracts, USDA Fresh Fruit and Vegetable Program procurement, plus the purchasing of additional supplies, small wares, and equipment. In addition the PM is responsible for internal procurement systems such as managing the weekly school site and warehouse orders. The PM oversees Warehouse operations and directly supervises the [District Dependent - Warehouse/Facilities Coordinator, the Nutrition Coordinator, and the Procurement Assistant.]

Primary areas of responsibility include planning, implementing, overseeing, managing and reviewing operational and administrative elements of district-wide procurement programs. An incumbent is responsible for compliance with federal, state and District rules and regulations. The Procurement Manager plays a critical role in ensuring that the Department serves food of the highest quality possible, including values-aligned foods, and that the department runs in a fiscally responsible and highly functioning manner.

**Essential Duties and Responsibilities**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Applies professional knowledge, ethics, and administrative skills in overseeing a comprehensive school food service values-aligned procurement program for the [School District Name] in compliance with federal and state laws and regulations, local and state health ordinances, and [School District Name] policies.
2. Under the direction of [District Dependent] manages development and execution of the FSD food, supply and equipment procurement program; develops innovations to support [School District Name] food procurement policy and guidance established in Local Wellness Policy. Creates,approves, advertises solicitations ; Researches and evaluates goods required to run and continue to improve program; analyzes procurement, inventory data, and purchase orders to track FSD budget categories. Evaluates and reviews menus with the Nutrition Coordinator and determines forecasts to accurately determine “best use” of annual commodity allocation that will support growth and vision of [School District Name] scratch cook meal program. Oversees the implementation of the values-aligned procurement fl model by finding innovative ways to keep the school lunch program supplied with fresh, seasonal, organic, and/or sustainably grown produce and products when possible, by building partnerships between the school district and regional agricultural farms and distribution networks.
3. Employs exemplary leadership and communication skills in order to maintain healthy morale, resolution of operational issues and strong working relationships with staff, vendors, distributors and regional agricultural enterprises, including urban farms and gardens, and other small to large scale farming operations in the [School District Name] food shed.
4. Develops and recommends changes to food service program policies and procedures.
5. Knowledge of and ability to translate recipes and menus into accurate food and supply forecasting models.
6. Develops product specifications for food and other related supplies, and equipment.
7. Approves the procurement of products and supplies within the FSD budget.
8. Communicates the policies, procedures, goals and objectives of the Food Services Department.
9. Performs and promotes all activities in compliance with equal employment and nondiscrimination policies; follows federal laws, state laws, school board policies and professional procurement standards and ethics.

**Education and Related Work Experience**

* To qualify for this position, an individual must possess any combination of experience and education that would ensure an ability to meet and fulfill job requirements; including Culinary Degree from a certified institution, Bachelor’s Degree or higher, and extensive experience in the fields of food service system management, procurement, warehouse and transportation, from scratch bulk meal production, K-12 nutrition programs including experience with USDA commodity program, and sustainable agriculture regional food systems, including environmental principles in food, supplies, chemicals, and equipment.
* A minimum of three years experience in commercial food service operations with knowledge of procurement management, warehouse and transportation, food and equipment specification, warehouse and central production facility operations, profit and loss analysis and environmental principles of procurement for food, supplies, chemicals and equipment as well as financial management.

**Licenses, Registrations or Certifications**

1. Valid [insert state] Driver’s License
2. Valid Food Handlers Certificate

**Technical Skills, Knowledge & Abilities**

* Direction, leadership and communication-excellent verbal, written, and interpersonal communication skills
* Knowledge (and ability to translate knowledge) of sustainable food preparation, recipes and menus
* Sustainable food systems
* Scratch cooking supplies and equipment requirements
* Department administration and financial management
* Knowledge of environmental principles in food service procurement.
* Working knowledge of all national, state and city health, sanitation and safety policies, laws and guidelines as they relate to food warehouse operations.
* Knowledge of product costing methods in relationship to menu planning and budget parameters as well as a strong background in statistical analysis
* Procedures, policies, practices and methods of food service operation
* Local, state and federal regulations regarding food services nutritional standards, dietary guidelines and reporting requirements
* Supervision and training

**Other Required Proficiencies**

* Computers and peripherals
* Microsoft Office and Google Applications
* Working knowledge of K-12 food service software [name program] including; application management, point of sale and back office management modules

**Physical Demands**

* Ability to smell, taste and feel in order to determine quality of raw and prepared food products
* Ability to work with frequent interruption and to simultaneously supervise a variety of tasks
* Ability to stand, stoop, reach and bend; mobility of arms to reach, dexterity of hands to grasp and manipulate large and small objects
* Ability to read small print
* Ability to stand for long periods
* Ability to walk long distances
* Ability to lift, push and/or pull objects, which may approximate 50 pounds
* Ability to work with, and in the proximity of, equipment with moving mechanical parts
* Ability to work in an inside environment
* May be required to work around loud noise

**Work Environment**

Not substantially exposed to adverse environmental conditions.

*Note: The above is intended to describe the essential content of and requirements for the performance of this job. It is not to be constructed as an exhaustive statement of duties, responsibilities or requirements.*