



Supply Chain Quality Assurance Nutrition Services (Buyer I)

BASIC FUNCTION

Under general supervision, perform a variety of general-to-specialized duties related to the cost-effective management of all Nutrition Services inventories, supply chain processes, identifying potential cost savings and operational improvement, ensuring the integrity of inventory data to enable data-driven decision-making; coordinate ordering and follow-up activities to assure legally compliant, efficient, fiscally responsible and timely purchases.

REPRESENTATIVE DUTIES

- Oversee the integrity of Nutrition Services inventory data:
 - Ensures that inventory transactions are correctly entered into the nutrition services software.
 - Troubleshoots internal movement of inventory to minimize false shortages and overages and to minimize expiration of products prior to use.
 - Monitors, troubleshoots, and analyzes school physical inventories and takes appropriate corrective action.
- Analyze orders, usage, inventory levels, and shelf life of products to reduce costs due to waste; initiate action to reduce unnecessary stock movement and associated labor in all source sites; advise on the need for accelerated usage of at-risk products.
- Establish and maintain a positive working relationship with vendors and customers from all levels of the contract, and all employees within the Nutrition Services department; provide excellent customer service.
- Support the Senior Buyer with purchases, submits invoices to Accounts Payable for payment and track department Farm to School purchases.
- Analyze and initiate action to reduce delivery costs by consolidating orders, re-scheduling, and utilizing the appropriate delivery channels; analyze and determine changes needed to reorder points, par levels, issue units, and other item setup details to prevent costly stock-outs and obsolete inventory.
- Communicate data, such as back orders, out-of-stock items, restocking plans and discontinued items, with school to improve the efficiency of their ordering process.
- Monitor vendor performance to determine whether deliveries are on time, whether products meet bid specifications, and whether invoiced price is correct.

- Provide analysis, data, and regular reports to other members of the Supply Chain team and department management to aid in purchasing decisions., including: at-risk products and their disposition, slow-moving products, vendor performance, cost savings and cost avoidance achieved, and inventory value.
- Ensure daily receiving and distribution meet standards for food safety, sanitation, quality, inventory management, and Buy American compliance.
- Facilitate and provide in-service and training of inventory management and quality assurance practices to nutrition services staff.
- Research and resolve inventory-related issues for school staff.
- Purchase goods and services and administer contracts for supplies, technologies, equipment, furniture, foods and services in compliance with Board Policy, local, State and federal laws, public contracting codes, and other applicable regulations.
- Compile, retrieve and analyze various reports related to procurement, contracts, warehousing and distribution and inventory management.
- Maintain current knowledge and expertise regarding laws, rules, policies and procedures governing public agency purchasing; participate in meetings, in-service training, and workshops to gather information required to perform assigned job functions.
- Participate in evaluating bids for the department as part of the evaluation team for food, supplies, services, equipment, etc.
- Performs other reasonably related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Commodity markets, prices and sources of supply.
- Just-in-time inventory and supply chain management theory, techniques and best practices.
- Effective written and oral communication techniques.
- Provisions of the Public Contract, Government and Civil Codes of the State of Oregon pertaining to public agency purchasing.
- Preparation and interpretation of purchase specifications.
- Procurement procedures and terminology regarding purchase orders, requisitions, contracts, and delivery order issues.
- Commodity testing organizations and facilities.
- Governmental purchasing procedures including United States Department of Agriculture (USDA) and Federal and Drug Administration (FDA) requirements.
- Computer software applications such as Microsoft Word, Excel, Outlook, and PowerPoint.
- Specialized purchasing, inventory and similar software.
- Current technologies, office equipment and software.
- Techniques and principles of high-quality customer service.

Ability to:

- Communicate effectively with District personnel and vendors.
- Determine compliance of materials with specifications.
- Compile and write clear and concise reports.
- Understand and apply code provisions and legal opinions pertinent to purchasing.
- Develop and maintain good relations with vendors, governmental officials, and District personnel.
- Learn and perform the functions of the public agency procurement by applying district, state and federal laws, rules, policies and regulations.
- Learn, understand, interpret, apply and explain district and department rules, policies and procedures related to procurement and contracts.
- Perform basic to advanced procurement services for the District-wide purchasing program, as designated by level.
- Advocate, model and implement Portland Public School's Racial Educational Equity Initiative and board policies.
- Learn and implement PPS Equity in Public Purchasing and Contracting board policy and related procedures.
- Maintain accurate records.
- Learn and develop expertise in performing duties through a variety of specialized financial software programs.
- Provide effective customer service, exercising discretion, tact and diplomacy.
- Establish and maintain effective relationships with those contacted in the course of work.
- Meet deadlines and schedules, while adapting to changing work priorities.
- Demonstrate and model highly ethical standards in the performance of assigned duties. .
- Develop the skills and ability to and provide training, work direction and guidance to designated staff as appropriate.
- Work independently with minimal supervision.
- Communicate effectively both orally and in writing.
- Operate a variety of office machines, technologies and software.

EDUCATION AND EXPERIENCE

An Associate's degree in Purchasing Management, Supply Chain Management, Finance, Food Safety and Sanitation, Business Administration, or a related field and one (1) year of basic procurement or supply chain management experience, is required.

Position requires a valid Multnomah County Food Handler's card throughout the course of employment.

Three (3) years' in-depth experience managing inventories in a large public organization is preferred.

Two (2) years of additional procurement or supply chain management experience in a public agency may substitute for the Associate's degree.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

Special Requirements:

Some positions in this classification may require the use of a personal automobile and possession of a valid Class C Oregon driver's license.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with frequent interruptions with occasional visits to District sites.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

Remote Work Eligibility: Ad-hoc.

FLSA: Non-Exempt

Approval Date: December 28, 2022

Bargaining Unit: N/A

Salary Grade: Confidential, Professional & Management Schedule,
Grade 17

Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service (Board of Education Policy 1.80.020-P).

Human Resources partners with district leadership to recruit, develop, and support a culturally diverse workforce dedicated to the highest standards of equity and achievement that creates an environment of empowerment and success for our students, employees, and the communities we serve.