

# Food Service Purchasing Specialist

## Position Details

Class Code: 5277

Job Family: Food Service

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under general supervision, performs moderate technical duties related to the procurement of materials, supplies, services, and equipment for the Food Service Department and performs related duties, as required.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

### Purchasing

1. Prepares Request for Proposals (RFP), Invitation for Bids (IFB), and Request for Qualifications (RFQ); ensures language and content are accurate; prepares and issues necessary documents; initiates, schedules, and conducts pre-bid, pre-proposal conferences, proposal interview/presentation sessions, and public bid openings; manages questions, complaints, and protests.
2. Develops, prepares, tracks, and maintains purchasing related contracts.
3. Responsible for administration of the department's purchasing cards, including issuance of cards, credit limit increases, reporting, quality assurance, and monthly reconciliations.

4. Responsible for purchasing-related year end processes; works with department and purchasing staff on purchase order rollover, budget carry forward, and purchase order closures.
5. Provides administrative support for reports, statistics, performance management, policy updates, and forms management; recommends new approaches, policies, and procedures to improve efficiency of purchasing services; updates purchasing SharePoint information.
6. Supports Enterprise Resource Planning (ERP) catalog ordering; advises staff of materials in catalog, resolves ordering discrepancies and disputes, and interfaces with suppliers as necessary to ensure catalogs are updated.
7. Follows up and expedites overdue purchase orders with suppliers.
8. Coordinates with suppliers and accounts payable to resolve payment discrepancies.
9. Assists senior staff in evaluating formal bids by preparing complex spreadsheets.
10. Prepares change orders and obtains specifications and other data as directed by senior staff.
11. Investigates and resolves receiving discrepancies or shipment deficiencies.
12. Assists in obtaining and testing sample merchandise.
13. Assists with research of other government contracts to identify viable contract joiner opportunities; conducts market research to identify potential suppliers to cultivate a competitive marketplace.
14. Analyzes purchase requests to ensure that the acquisition of the goods or services is in compliance with Clark County School District guidelines, state statutes, and federal regulations.
15. Develops and understands functional requirements of items/services purchased in areas of responsibility.
16. Develops complex specifications, statements of work, or project scopes, as required.
17. Monitors economic trends and interprets Bureau of Labor Statistics (BLS) data and other source data to support purchasing activities; validates price increase/decrease requests.

### **Inventory Management**

18. Maintains appropriate supply levels at the Food Service Department warehouse and re-orders items, when necessary.
19. Coordinates the delivery of materials, supplies, and equipment with vendors; ensures that items are insured, shipped, and received appropriately.
20. Confirms receipt of materials and prepares goods receipts, as necessary.

21. Coordinates with various vendors regarding current shipping records, details on expected incoming inventory, and verification of prior shipments.
  22. Addresses any overages or shortages and recommends modifications to future orders.
  23. Inspects inbound deliveries, records, and shipping documents for quality and accuracy.
  24. Develops delivery schedules for supplies and materials.
  25. Conforms to safety standards, as prescribed.
  26. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

This position develops and manages complex formal bids and specifications, executing purchase orders for goods and services that meet District requirements in accordance with established policies, guidelines, and laws at the best value, and manages suppliers and contracts to ensure performance.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Thorough knowledge of District purchasing policy and procedures, Nevada Revised Statutes (NRS), and other federal, state, and local laws.
2. Knowledge of codes and regulations governing bidding procedures and purchasing operations.
3. Knowledge of office and recordkeeping principles and practices.
4. Ability to operate with the highest ethical standards including integrity, honesty, consistency, fairness, and transparency.
5. Ability to consistently follow processes to provide fair and equal treatment for internal and external customers and suppliers.
6. Ability to interpret, apply, and explain applicable laws, codes, regulations, policies, and procedures.
7. Ability to buy effectively with regard to quality, quantity, and price.
8. Ability to communicate clearly and concisely, both verbally and in writing.
9. Ability to maintain accurate records.
10. Ability to maintain effective working relationships with those encountered in the course of work.
11. Excellent analytical skills.
12. Ability to perform multiple tasks and a variety of duties.

13. Proficient with computer-based management systems for inventory control and fulfillment services.
  14. Proficient with computers and Microsoft Office Suite, Google Workspace, and/or similar programs.
  15. Ability to develop and apply procedures.
  16. Ability to plan and organize work.
  17. Ability to investigate and resolve problems.
  18. Ability to coordinate activities with schools and departments.
  19. Ability to meet predetermined deadlines.
  20. Ability to make quick and accurate decisions.
  21. Ability to effectively work under pressure with frequent interruptions.
  22. Ability to work effectively with District personnel.
  23. Ability to operate basic office equipment (i.e., computer terminals, printers, copy machines, telephone systems, facsimile machines, etc.).
  24. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.); plus, five (5) years of progressively responsible experience working in procurement or related business functions in a large, complex organization; or,

Associate's degree from an accredited college or university with a major area of study in Business or Public Administration or a related field (i.e., Economics, Finance, Supply Chain Management, etc.); plus, three (3) years of progressively responsible experience working in procurement or related business functions in a large, complex organization; or,

Bachelor's degree from an accredited college or university with a major area of study in Business or Public Administration or a related field (i.e., Economics, Finance, Supply Chain Management, etc.); plus, one (1) year of progressively responsible experience working in procurement or related business functions in a large, complex organization.

### **Licenses and Certifications**

A valid driver's license or state-issued identification card.

## **Preferred Qualifications**

1. A public purchasing certification such as a Certified Purchasing Manager (CPM) or Certified Public Purchasing Officer (CPPO) issued by a nationally recognized council or agency.
  2. Public sector purchasing experience.
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## **Document(s) Required at Time of Application**

1. Copy of a valid driver's license or state-issued identification card.
  2. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).
  3. College transcript(s) from an accredited college or university, if applicable.
  4. Specific documented evidence of training and experience to satisfy qualifications.
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## **Examples of Assigned Work Areas**

Clark County School District Food Service Administrative Offices - and travel to and from schools and other District office settings.

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## **Work Environment**

### **Strength**

Sedentary to medium – exert force of 20-50 lbs., occasionally; 10-25 lbs., frequently; or up to 10 lbs., constantly.

### **Physical Demand**

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, crouching, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and to maintain concentration for an extended period of time. Vision: Frequent near acuity, occasional far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

### **Environmental Conditions**

Varies from a climate-controlled office setting, walk-in freezers, to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Furniture, office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

Various District-issued/personal vehicles, various computers and software applications, printers, telephones, fax machines, copy machines, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 05/05/23
- Created: 02/03/22