



**Job Title:** Child Nutrition Purchasing Manager

**Department:** Child Nutrition  
**Reports To:** Child Nutrition Director  
**Grade:** BG-05  
**Number of Days:** 12 Months  
**Security Access:** Child Nutrition Ross  
**Overtime Status:** Exempt  
**Last Revised Date:** July 1, 2017

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**Mission and Vision:** Tulsa Public Schools is the destination for extraordinary educators who work with our community and families to ignite the joy of learning and prepare every student for the greatest success in college, careers, and life. Our mission is to inspire and prepare every student to love learning, achieve ambitious goals, and make positive contributions to our world.

**Core Values:** Our core values guide how we work and interact with each other at every level of the organization. We embrace and embody these values every day.

- **Equity:** All children deserve the opportunity to develop their full academic and social potential. Our diversity is a community treasure, and we must foster an inclusive environment by examining biases and resolving unfair practices.
- **Character:** We are honest, trustworthy, and have high standards of behavior. We do the right thing even when it is hard. While we do not always agree, we treat one another with kindness and respect.
- **Excellence:** We work hard together and expect a lot of one another because high standards produce exemplary knowledge, skills, abilities, and mindsets.
- **Team:** We care for one another, support the personal and professional development of one another, and work together to improve our community.
- **Joy:** Joy at school and at work makes us more productive because when we create, innovate, and imagine, our motivation grows. We want to ensure that everyone knows the excitement that comes from working deeply on a problem, task, or concept and experiencing breakthrough moments.

**Position Summary:** Manages purchasing process for Child Nutrition. Responsible for all functions required for Child Nutrition purchasing. Liaison between the warehouse and Child Nutrition Department.

**Minimum Qualifications:**

- High school diploma or equivalent required; Bachelor's degree preferred
- Experience with application software

- Previous experience with child nutrition and management preferred
- One year's experience in supervision and quantity food preparation
- Competencies in finance, professional leadership and personnel or business management

**Responsibilities and Essential Functions:** The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Develops written specifications for foods, linens, chemicals and equipment
- Compose the bid specifications for all direct purchases, i.e., milk, bread, produce, snack foods, beverages, etc.
- Responsible for all Child Nutrition bid awards, which includes analyzing bids for best purchases, nutritional content and summarizing the information so it is available for all supervisory staff
- Responsible for managing the Child Nutrition warehouse inventory, which includes consideration of space available for dry and frozen products and ordering all products to be available to the cafeteria managers in a timely fashion but yet keep the inventory to a minimum
- Reacts to and manages product shortages
- Forecast and manage USDA commodities for most efficient use of the entitlement
- Responsible for writing commodity agreement
- Assist in disaster planning
- Maintains spreadsheet that details the amount of money encumbered and spent on each food item
- Maintains monthly reports of inventory
- Conducts training for employees on-the-job, workshops, seminars and professional meetings as needed
- Assist director in effectively and efficiently managing resources of department
- Define and maintain departmental standards for products and services
- Maintains good working relationship with purchasing department, warehouse personnel and vendors so that the lines of communication remain open
- Demonstrates technical competency and high ethical conduct
- Demonstrates in-depth knowledge of nutritional requirements and dietary recommendations for children
- Demonstrates knowledge of Child Nutrition Programs
- Demonstrates knowledge of chemical and physical properties of food
- Utilize appropriate scientific problem-solving techniques in quality, quantity food production
- Searches for new products to enhance operation of food service
- Demonstrates knowledge of and ability to apply market research technique
- Display ability to work collaboratively with others on a team
- Perform other tasks, duties, or services consistent with this position as assigned

**Skills and Abilities Required:** The following characteristics and physical skills are important for the successful performance of assigned duties.

- Knowledge of Windows and computer network applications

- Excellent written and verbal communication skills

**Supervisory Responsibilities:**

- Requisition Technician Inventory Assistant and Menu Clerk

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Office, commuting to meeting and school sites required

*Tulsa Public Schools is committed to building a diverse and inclusive team of individuals who contribute to the district's mission with their talents, skills, and energy. Tulsa Public Schools is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, sex, sexual orientation, gender expression, gender identity, pregnancy, disability, genetic information, veteran status, marital status, age, or any other classification protected by applicable law.*

*Tulsa Public Schools also provides reasonable accommodations to qualified applicants and employees with disabilities. If you need an accommodation during the application process, please contact the district's talent management department at 918-746-6310 or the district's human rights and Title IX coordinator at 918-746-6517. You can also direct your request for accommodation in writing to the Tulsa Public Schools Education Service Center, Attn: Talent Management, 3027 S. New Haven Ave., Tulsa, OK 74114-6131.*