



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 STANDARDS ACT CLASSIFICATION:	Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 8 hours per day or duty days/hours as assigned
APPROVED: Commission Board	11/17/14 and 11/18/14 01/28/15	SALARY GRADE:	Schedule: 54 Range: 53

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:

- 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; 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
- Coordinate and direct food service inventory functions; estimate and order appropriate amounts of food service items, equipment and supplies; direct the 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
- Review menus; calculate and project totals needed; place orders for food, equipment and supplies
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
- 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
- Check purchase orders, quotations and bids for accuracy and completeness; general purchase orders; communicate with vendors
- Monitor and maintain stock levels of warehouse, perishable and freezer items and equipment;

coordinate monthly inventory of food center and commodities at processors

- Investigate complaints regarding damaged or substandard materials and prepare forms to return unsatisfactory items
- Develop vendor files and maintain records of transactions; prepare production records for the USDA and maintain a variety of reports and files related to personnel and assigned activities; assist in preparing special and periodic reports regarding purchasing activities
- Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information; conduct inspections of school and central kitchen operations to assure proper procedures and regulations are followed; conduct site visits and inspect storage rooms and kitchens to assure compliance with health and safety regulations and USDA compliance
- Operate a computer and assigned software programs; operate other office equipment as assigned
- Attend a variety of meetings as assigned
- Supervise and assist staff in serving kitchens and participate in food service activities as necessary

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Nutrition services purchasing principles, procedures and terminology

Types of food, supplies, small equipment and materials commonly used in food service operations

Inventory control and warehousing methods

Methods and procedures utilized to prepare and cook fresh products

Operation of a computer and applicable software

Methods, practices and procedures of quantity food preparation, serving and storage functions

Methods of invoicing, including discounts and taxes

Laws, rules and regulations affecting the purchasing operation

Correct English usage, grammar, spelling, punctuation and vocabulary

Communicate effectively both orally and in writing

Oral and written communication skills

Principles and practices of supervision and training

Applicable laws, codes, regulations, policies and procedures

Interpersonal skills using tact, patience and courtesy

Operation of a computer and assigned software

ABILITY TO:

Obtain food, supplies, equipment and services in accordance with established policies and procedures for the Food and Nutrition Services Department

Learn the requirements of the education code regarding purchasing

Perform mathematical calculations quickly and accurately

Operate standard office equipment including computers and related software

Compose clear, complete and concise correspondence and reports independently

Work independently with little direction

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 warehousing equipment including a forklift
Analyze situations accurately and adopt an effective course of action
Meet schedules and time lines
Work independently with little direction
Plan and organize work
Prepare records and reports related to assigned activities

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school including college-level course work in restaurant management, purchasing or related field and three years increasingly responsible experience in the purchasing and inventory of food services stock

LICENSES AND OTHER REQUIREMENTS:

Valid ServSafe Certification obtained through a proctored exam
Valid California driver's license

WORKING CONDITIONS:

ENVIRONMENT:

Office and food service warehouse environment
Driving a vehicle to conduct work

PHYSICAL DEMANDS:

Hearing and speaking to exchange information
Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials
Operate a hand truck
Lifting, carrying, pushing or pulling objects typically weighing 50 – 75 pounds
Heavy lifting
Standing for extended periods of time

HAZARDS:

Working in a cold environment such as large walk-in refers and freezers for extended periods of time
Working around and with machinery having moving parts