



Santa Rosa City Schools

Classification Description

Job title:	CNS Buyer	Department:	Child Nutrition Services
Reports to:	Director of Child Nutrition Services	FLSA Classification:	Non-Exempt
Board Approval:	May 13, 2026	Work year:	12 Months
Revision(s):		Salary Range	CSEA 75 Range 29

DEFINITION:

Under the direction of the Child Nutrition Services Director, obtain food, supplies, equipment, and services in accordance with established policies and procedures for the Child Nutrition Services Department; perform clerical work as assigned to prepare, advertise, and follow instructions for bid specifications, formal and informal quotations; communicate with vendors, manufacturers, distributors, contractors, and wholesalers.

DISTINGUISHING CHARACTERISTICS:

Works independently with minimal supervision. A major characteristic is the ability to multitask.

QUALIFICATIONS:

Education:

Graduation from high school and three (3) years of experience in volume purchasing of supplies and equipment, preference given for food service purchasing experience or purchasing in a school district or government agency.

Experience:

Three years of responsible experience in the maintenance of accounting, purchasing, or statistical data. Experience in warehouse operations, inventory management, or a related field, as well as relevant education, will be considered.

License and/or other qualifications:

Manager Level Food Safety Certification (Must obtain within 3 months of hire)

Knowledge and Abilities:

Knowledge of:

- Purchasing principles, procedures, and terminology
- Basic bid specification preparation
- Governmental purchasing practices
- Laws, rules, and regulations affecting the school district's purchasing operation
- Types of food, supplies, small equipment, and materials commonly used in food service operations

- Inventory control and warehousing methods
- Modern office practices, procedures, and equipment
- Personal computer software applications and online purchasing methods
- Methods, practices, and procedures of record management systems
- Methods of invoicing, including discounts and taxes
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Effective oral and written communication
- Interpersonal skills using tact, patience, and courtesy
- Accounting procedures

Ability to:

- Perform technical duties in the purchase of department supplies, materials, food, equipment, and services. Exercise sound judgment in the purchase of a variety of materials, supplies, and equipment
- Read, interpret, apply, and explain rules, regulations, policies and procedures
- Perform complex clerical work in the preparation and maintenance of purchasing records
- Prepare complete and concise specifications
- Understand and follow oral and written directions.
- Plan and organize work
- Prioritize work to meet schedules and strict timelines under stressful situations
- Work independently with little direction
- Perform mathematical calculations quickly and accurately
- Operate standard office equipment, including computers and related software
- Learn and understand computer programming and automated purchase order systems
- Compose clear, complete, and concise correspondence and reports independently
- Establish and maintain cooperative and effective working relationships with others
- Speak, read, and write English at a level required for satisfactory performance
- Maintain consistent, punctual, and regular attendance

ESSENTIAL JOB FUNCTIONS:

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. Oversees and compiles food and non-food orders for kitchens/department programs
2. Provides assistance to site staff for completing and submitting food and non-food orders
3. Reviews menus to calculate and project totals needed
4. Develops par levels for over 500 food and non-food items for department operations
5. Places orders with vendors for food, equipment, and supplies
6. Monitor vendor deliveries
7. Clarify shipping and payment details
8. Trace shipments and expedite delivery as needed
9. Develop vendor files and maintain records of transactions
10. Works with CNS warehouse personnel to monitor and maintain stock levels of warehouse, perishable, and freezer items and equipment
11. Conducts monthly CNS warehouse inventories
12. Tracks usage data, commodity usage, and inventory at the State Commodity Warehouse, Co-Operatives, and at commodity processors
13. Assists and advises the Director with the compilation of the yearly USDA commodity pre-planner
14. Assists the Director with preparing bid specifications, quotations, and Co-Op Submissions

15. Assembles detailed bid documents
16. Sets up bid openings with the Director
17. Creates spreadsheets
18. May send the award to bidders
19. Obtains current prices by catalog, bid process, telephone, letter, or quotation
20. Checks quotations and bids for accuracy and completeness
21. Processes purchase orders from bids and quotes
22. Checks purchase orders and invoices for accuracy and completeness, and processes them in a timely fashion
23. Maintains a log of purchase order balances
24. Communicates with suppliers and District personnel to exchange information, resolve discrepancies, correct errors, and clarify issues related to purchase orders, invoices, statements, deliveries, and payments
25. Investigate complaints regarding damaged or substandard foods, supplies, equipment, and materials
26. Arranges for the return of item(s) and ensures proper crediting to the district account with the vendor
27. Maintains a list of equipment covered under maintenance contracts and warranties on food service equipment
28. May arrange service and repair of kitchen equipment
29. May submit work orders to the Maintenance Department
30. Develops a work order tracking system
31. Maintains and updates specifications and catalog files, giving priority to orders as directed
32. Prepares special and periodic reports regarding department purchasing activities

MARGINAL JOB FUNCTIONS:

Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

1. May perform other related duties within the scope of the job description.

WORK ENVIRONMENT:

Performance of the essential job functions involves typically working in an environment as described here below.

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts, and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment, Kitchen Equipment, and warehouse equipment
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor surfaces, Outdoor Docks
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kitchen and warehouse equipment noise
Exposure to extremes in temperature, humidity, and wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Kitchen and food warehouse spaces, including walk-in freezers and refrigerators.
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bodily fluids in the event of an injury

PHYSICAL DEMANDS:

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting			X		
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing			X		
Kneeling		X			
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
	D = Dominant Hand ND = Non-Dominant Hand				
Simple Grasping (D)			X		
Simple Grasping (ND)			X		
Power Grasping (D)			X		
Power Grasping (ND)			X		
Fine Manipulation (D)			X		
Fine Manipulation (ND)			X		
Pushing & Pulling (D)			X		
Pushing & Pulling (ND)			X		
Reaching- Above Shoulder			X		
Reaching- At/Below Shoulder			X		

LIFTING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs			X		
26-50 lbs		X			
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

CARRYING

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs		X			
11-25 lbs	X				
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.