

Input all stock orders for delivery from department communication memos; purchase stock directly from the vendor to replenish paper and chemical products; monitor all items ordered for scheduled delivery times; input orders from field sites and information on all items received into inventory; utilize special software program to enter and track food and supply orders. **E**

Reconcile the purchase order, vendor order paperwork, or bid pricing with the delivery; notify the vendor when invoices are not received; verify that the bills concur with the appropriate paperwork; acknowledge receipt of bills for vendor payment; enter data into stock status report. **E**

Coordinate distribution of Nutrition Services inventory and related menu, production orders, and delivery forms; provide work direction to site staff, drivers, and vendor contacts to ensure efficient and effective solutions for identified issues, problems, or concerns. **E**

Contact vendors to investigate complaints regarding overages or shortages, damaged goods, substandard materials, or other discrepancies or problems; communicate with warehouse staff regarding discrepancies; prepare required paperwork to return unsatisfactory items. **E**

Attend vendor meetings to facilitate delivery to sites; drive to warehouse, vendor, or school site locations to pick up or deliver items; review vendor cost estimates, price lists, and contracts.

