

UW HEALTH JOB DESCRIPTION

CULINARY BUYER

Job Code: 430018	FLSA Status: Non-Exempt	Mgt. Approval: M Waltz	Date: Oct 2021
Department: Culinary Services and Clinical Nutrition Services		HR Approval: A. Phelps Revolinski	Date: Oct 2021

JOB SUMMARY

The Culinary Buyer is responsible for procuring the food and food supplies, smallwares, large and small equipment, and other consumables to support patient meal services and six in-house dining operations for three hospitals, as well as food and food supplies for our ambulatory clinics. More than 10,000 meals are served each day to patients, visitors and employees. The incumbent manages sourcing and supply chain challenges resulting from frequent menu changes and complex nutrition needs related to patient medical issues. This position is responsible for establishing and maintaining relationships with a variety of vendors. The incumbent will prioritize sourcing locally but will work with both local producers and national wholesalers in order to strike a balance between patient needs, quality, sustainability, and cost.

This position works collaboratively with the procurement and finance teams to learn and follow the fundamentals of UW Health's practices, procedures, and policies as they relate to the procurement process, to the incumbent ensures that all foods purchased appropriately meet specified nutrient requirements and are coded in the food system master files database to ensure the safety of hospitalized patients on specialized diets related to their medical condition.

Other responsibilities include processing purchase orders, oversight of cost and quality control metrics/reports, working with finance to resolve invoice discrepancies and ensure payments, maintaining emergency food and food supplies inventory at an outside facility, and working knowledge of CBORD purchasing modules and food management system and processes.

MAJOR RESPONSIBILITIES

- Manage procurement activities to maintain acceptable inventory levels, includes working collaboratively with inventory stock clerks, placing orders with vendors using centralized computer system, creating requisitions, obtaining quotations, monitoring price changes, developing and monitoring metrics for cost control and quality control, and seeking alternatives that meet specified requirements in a timely and accurate manner.
- Assist with managing item master files, and coordinate item additions and updates with the data analyst.
- Work collaboratively with accounts payable, inventory stock clerks, and suppliers to resolve pricing, unit of measure, quantity and other issues to ensure order accuracy and timely payment of invoices.
- Serve as the department content expert for procurement processes and procedures.
- Seek cost reduction opportunities with new and existing suppliers and work collaboratively with category manager to perform routine pricing negotiations with existing suppliers for the purchase of goods.
- Advise suppliers and internal customers of lead times, shipping errors and back orders.
- Participate in process improvement projects and initiatives. Take ownership of departmental processes.
- Maintain par levels of emergency food and food supplies through utilization of off-site inventory storage location.

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	High School Diploma or equivalent.
	Preferred	Associate Degree in Business, Healthcare or related field.
Work Experience	Minimum	2 years purchasing related experience
	Preferred	<ul style="list-style-type: none"> • 5-years work experience in Healthcare Food Operations. • CBORD experience.
Licenses & Certifications	Minimum	
	Preferred	Certified Materials Resource Professional (CMRP)

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Required Skills, Knowledge, and Abilities	<ul style="list-style-type: none"> • Through knowledge of purchasing policies, processes and procedures and sound business practices. • Through knowledge of warehouse and inventory control policies and procedures. • Detail oriented with the ability to prioritize and manage multiple priorities/deadlines and shift priorities as necessary. • Excellent organizational, verbal and written communication skills with computer competency, including Excel, Word, Outlook. • Strong interpersonal skills and the ability to collaborate effectively with both internal and external partners. • Ability to think critically, work independently with little supervision and in a team environment. • Ability to make decisions and problem solve in a timely manner.
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AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/> Infants (Birth – 11 months)	<input type="checkbox"/> Adolescent (13 – 19 years)
<input type="checkbox"/> Toddlers (1 – 3 years)	<input type="checkbox"/> Young Adult (20 – 40 years)
<input type="checkbox"/> Preschool (4 – 5 years)	<input type="checkbox"/> Middle Adult (41 – 65 years)
<input type="checkbox"/> School Age (6 – 12 years)	<input type="checkbox"/> Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
X Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and	Up to 10#	Negligible	Negligible

standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally, and other sedentary criteria are met.			
Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
Medium: Ability to lift up to 50 pounds maximum with frequent lifting and/or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
List any other physical requirements or bona fide occupational qualifications:			

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.