

**PART TIME** (24 - 32 Hours/Week)

The Stock Control Clerk is a key member of the Westerner Park Food and Beverage Team. Under the direction of the Food and Beverage Manager, the Stock Control Clerk will be responsible for monitoring inventory levels and bar inventory management. This position will develop and measure key performance indicators to track, evaluate and assist in assessing the effectiveness of the ordering replenishment and demand management functions to ensure continuous improvement.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Food and Beverage Operations Coordinator, the Stock Control Clerk is responsible for:

- successfully identifying expense reduction opportunities through cost control
- working collaboratively with the Food and Beverage Team to determine product needs
- coordinating with staff to ensure stock is rotated and waste, spoiled and shrink inventories are accounted for
- monitoring inventory levels as supplies are transferred
- counting material, equipment, supplies in stock and recording totals to manual inventory records on a weekly and monthly basis
- comparing physical inventory counts to inventory records to verify quantities and adjust errors as appropriate
- preparing internal requisition orders to replenish inventory as required
- effective management of bar inventory that includes bottle tracking and careful comparison to liquor sales
- general housekeeping duties as assigned
- other duties as required

## QUALIFICATIONS REQUIREMENTS

The Stock Control Clerk will have:

- experience with Profit / Loss and Cost / Inventory control responsibilities
- experience with procurement activities including inventory and replenishment management
- strong communication, interpersonal and customer service skills
- strong planning, organizational, time and priority management skills with the ability to work on multiple objectives within tight timelines
- knowledge of safe lifting techniques
- ability to handle weights 50 - 75 lbs.
- knowledge of policies and procedures for food handling, food storage and sanitization
- Forklift experience an asset
- Shift work, evenings, weekends required (approximately 8 - 9 months per year)
- Valid Drivers License
- Pro-Serve Certification and Food Safe Certification required

**AFFILIATION** Westerner Employees Association

This job description is not intended to be all inclusive and Personnel may perform other related duties as requested to meet the ongoing needs of the organization.

Westerner Park supports diversity in all our human resources practices.