



FOOD & BEVERAGE SERVICES PROCUREMENT COORDINATOR

Since 1891, Westerner Park has been a place for Central Albertans to gather and celebrate community events. Westerner Park is both an agricultural society and registered not-for-profit with charitable status. Each year, Westerner Park generates more than \$150 million in economic activity, more than 1.5 million visitors come through our gates to celebrate over 1,500 unique events. From weddings and banquets, hockey games and agricultural shows to concerts and trades shows, we continue to be there as Central Albertans join to share in their most memorable moments.

We pair first class facilities with down home service. We treat all our event organizers and guests with the same welcoming, approachable and trustworthy style that has defined our organization for the past 129 years. We enable and service other organizations to gather and celebrate their own purpose and cause.

We are an integral part of central Alberta. We take pride in the experiences we produce and the trade and commerce we facilitate. We support the rural and urban connection in Central Alberta, inspire youth, engage arts, culture and connect our community. Our collaborative spirit facilitates the growth and success of other non-profits and charities. We develop and apply strengths from volunteerism and partnerships for the betterment of our community as a whole.

SUMMARY

As a member of the Food & Beverage Services Team, the Procurement Coordinator is responsible for ensuring the accuracy and timeliness of procured product and supplies are met. This role also involves coordinating the receipt and distribution of all purchases between vendors, warehouse and business units and the warehouse and departmental subdivisions of the Food & Beverage revenue centres. This position supports the ability of the Food & Beverage Services business unit to procure cost effective and quality goods through ensuring inventory is available and appropriate to business demands. The Procurement Coordinator may be called upon to assist in the evaluation of suppliers, product review and the sourcing of goods and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Food & Beverage Services Manager, the Procurement Coordinator is responsible for the following:

General Responsibilities

- Manage the procurement process as outlined by the Food and Beverage Services Manager
- Provide a safe working environment for both guests and employees through regular maintenance of the assigned area
- Adhere to supplier contracts as directed by the Food and Beverage Services Manager
- Reads, interprets, and expedites issues related to procurement in a timely manner
- Understands, and always follows Health and Safety practices
- Maintains a knowledge of policies and procedures, ensuring compliance by Warehouse and other F&B staff
- Determine Concession and Bar supplies based on previous year's sales volumes
- Liaison to numerous sales representatives on a regular basis
- Provide velocity reports and feedback to Supervisors and Assistant Managers

Westerner Park supports diversity in all our human resources practices.

- Fulfill all orders on behalf of the F&B business unit with suppliers based on those needs, including Event Delivery and Venue Operations (EDVO) supplies
- Enter order details into the POS system with accuracy, ensuring just in time receipt of required goods, including shipping and processing instructions
- Receive new orders and ensure all items are accounted for and not damaged, report any discrepancies and enter into our POS system
- Resolve issues with order status, and quality and/or quantity received from vendors
- Represent Westerner Park in a professional, respectful, positive, and helpful manner at all times, when interacting with internal and external customers and vendors
- Solve/respond to service problems in a timely and efficient manner, using tact and professionalism; knowing when to escalate a situation to a manager
- Ensure the level of sanitation and cleanliness exceeds the Department of Health standards within Warehouse storage areas
- Update the POS with supplier information and product details as they change
- Assist with stocking and setting up of locations with products and equipment as needed based on business need
- Assist with the set up and take down of portable food and beverage locations
- Willing and able to work in the food and beverage areas (concession or bar) when needed due to high volumes

Supervisory Responsibilities

- Supervise warehouse and other employees ensuring the appropriate and efficient completion of job functions, and that business needs are addressed while maintaining both safety and a high level of customer service
- Provide employees with performance feedback. Participate/initiate employee disciplinary and promotion processes
- Convey and enforce all company policies. Participate in the development and modification of new and existing policies
- Compliance to all regulatory requirements inclusive but not limited to health and sanitation codes, Workman's compensation standards, and Alberta Labour standards
- Ensure all timesheets are correct and any changes are reported to the Food and Beverage Manager and Assistant Manager
- Maintain a healthy rapport with staff. Ensure that the work environment remains productive
- Monitor and guide the execution of the work plan and associated job duties
- Works closely with the Kitchen Lead to ensure quality and cost-effective products are purchased
- Collaborate with the Food and Beverage teams to review orders & gather missing information
- Ensure Warehouse scheduling is conducive to the efficient use of resources and provides for employee accountability
- Ensuring scheduled staff arrives on time, have attended to personal hygiene and grooming, are dressed in appropriate uniform requirements, and are issued equipment and supplies, as necessary
- Ensure all stocking levels meet the par levels by the warehouse associates and that the warehouse associates are being held accountable
- Work and collaborate with the kitchen lead on the orders for the catering and suites departments

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Financial Responsibilities

- Provide an accurate account of all classifications of food and beverage inventories
- Monitor cost of sales to ensure it aligns with inventory and sales for reporting purposes
- Provide information, pertaining to variances, for current profit and loss statements
- Collate and authorize all payable items weekly
- Review vendor accuracy for pricing, quantity, ship date, and other critical information against the WP purchase order
- Input PO into the POS for the food and beverage manager to approve, and into Sage for finance to approve
- Review freight and shipping information to align with Cogs

Planning and Administrative

- Collaborate with the Food and Beverage Services Manager to formulate a business plan for the projected fiscal year
- Assist in the formulation of financial forecasts and budgets that apply to the Food and Beverage division
- Attend operational meetings and planning sessions as required
- Ensure delivery dates of products line up with the events and don't interfere with the events using the shipping bay

CORE COMPETENCIES

- Knowledge of procurement processes and supplier compatibility to meet business needs
- Excellent leadership skills, with the proven ability to motivate team members
- Excellent written and verbal communication skills
- Strong organizational, planning, attention to detail and multi-tasking skills. This position requires the ability to exercise detailed planning and reconciliation
- Computer proficiency required including advanced Excel, Word & Outlook, Office 365, Inventory Control and POS Systems
- Ability to work early mornings, afternoons, evenings, and weekends to meet business needs
- Ability to follow instructions & work independently is required

QUALIFICATION AND REQUIREMENTS

- 3-5 years of Procurement experience is required
- Post-secondary education an asset
- Previous supervisory experience required
- Have Safe Food Handling, WHMIS (WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM), Pro Serve certificates or willing to obtain
- Demonstrated experience in successfully building, coaching, and motivating teams, while holding employees accountable for their performance
- Experience in resolving internal customer issues/complaints, as well as the ability to deliver proficient service to meet user/dependent internal and corporate business needs
- Experience scheduling staff in an event-based environment
- Experience working in a unionized environment is an asset
- Experience with Sage is considered an asset

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- Forklift Certification is considered an asset
- Ability to lift up to 50lbs

WORK ENVIRONMENT

- Given Westerner Park is in the Major Events industry, this individual will need the ability to be adaptable and flexible with their time. Work will include evenings and/or weekend shifts as event volume dictates.
- This position may require manual labour for extended periods of time including heavy lifting as required (up to 50 pounds)

AFFILIATIONS

Member of the Westerner Employees Association

RATE

This position offers a competitive compensation package including a \$20-\$24 per hour wage, health and dental benefits, EFAP, event perks and more

TO APPLY

Please email your Cover Letter and Resume to Human Resources with your name and the name of the position you are applying for in the subject line to HR@westernerpark.ca

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

Thank you for your interest with Westerner Park. We look forward to reviewing your application.

Important Message: We thank all those who apply. Only those selected for further consideration will be contacted. This position will remain posted until a successful applicant is found.