



WAREHOUSE ASSOCIATE

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

The Warehouse Associate is a key member of the Westerner Park Food and Beverage Team. Under the direction of the Procurement Coordinator and the Warehouse Supervisor, the Warehouse Associate will be responsible for monitoring inventory levels and performance indicators to track, evaluate and assist in assessing the effectiveness of ordering, replenishment, demand management functions to ensure continuous improvement.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Procurement Coordinator and the Warehouse Supervisor, the Warehouse Associate is responsible for:

- Working collaboratively with the Food and Beverage Team to determine product needs
- Coordinating with staff to ensure stock is rotated and waste, spoiled inventories are accounted for
- Monitoring inventory levels as supplies are transferred between locations
- Counting material, equipment, supplies in stock and recording totals to manual inventory records on a weekly and monthly basis
- Executing and delivering internal requisition orders to replenish inventory levels as required.
- Comparing physical inventory counts to inventory records to verify quantities and adjust errors as appropriate
- Prepare concession, bar and suite locations with the right amount of product according to the par stock sheets and recording the opening counts of each location and providing that count to the Concession and Bar Event Coordinator. Ensure that all inventory requests are sufficient to business demand and correspond with the menu.
- Ensure that the product that is being stock is fresh and expiry date is current

- May be called upon to help cook and run a till if needed for busy events
- Potential to be called upon to assist with emergency response i.e., Evacuation, injury, etc.
- Maintain records of merchandise received and transferred and compared in accordance with the purchase order
- Prioritize and perform daily workload assigned by the Coordinator or Warehouse Supervisor
- Answering radios and phone calls in a professional manner
- Oversee merchandise returns to vendors
- Ensure no recycling is left in the warehouse, product that needs refrigeration after opening is being refrigerated as well as ensuring all alcohol is secured at all times
- Ensure all products being issued has been recorded on a requisition form
- Set up of temporary concession stands and movement of equipment based on event needs.
- Removal of grease buckets, recycling, garbage and cardboard from concessions
- Receiving shipments – ensure accuracy of shipment, track and record for inventory purpose, bring forward any discrepancies, and create reports regarding supply costs
- Organize and maintain warehouse, ensure the storage area is clean and advise the Supervisor or Coordinator of inventory anomalies
- Deliver prompt and efficient resolution of shortfalls to user departments
- Operate Forklift, Pallet Jack, Gator, Food and Beverage Van for moving stock
- General housekeeping duties as assigned
- Other duties as required

CORE COMPETENCIES

- Decision making
- Customer Focused
- Client and guest experience minded
- Accountability and Dependability
- Communication and Teamwork
- Adaptability / Flexibility
- Creative and Innovative Thinking
- Decision Making, Judgement and Problem Solving
- Planning and Organizing

QUALIFICATION AND REQUIREMENTS

- Experience with Inventory Control responsibilities is an asset
- Strong communication, interpersonal and customer service skills
- Strong planning, organizational, time and priority management skills with the ability to work on multiple objectives with tight timelines
- Knowledge of safe lifting techniques
- Knowledge of policies and procedure for food handling, food storage and sanitization
- Accountability and dependable
- Forklift certificate is considered an asset
- Shift work, evenings, weekends are required
- Valid Class 5 Drivers License
- First aid is an asset

- Pro- Serve Certification and Food Safe Certificate are considered an asset

WORK ENVIRONMENT

- Ability to tolerate frequent walking, standing, kneeling, pushing, climbing and lifting
- Ability to lift 50 – 75 lbs
- Ability to work in a team and individually
- 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.

AFFILIATIONS

Member of the Westerner Employee Association

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.