



Westerner Park is Western Canada's Event Centre...Your Home for Celebration! We provide premier facilities and service for agriculture and trade, sports and entertainment, conferences and meetings. We are community and team focused and continually growing.

The Stock Clerk is a key member of the Westerner Park Food and Beverage Team. Under the direction of the Warehouse Supervisor, the Stock Clerk 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.

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## ESSENTIAL DUTIES AND RESPONSIBILITIES

Under the direction of the Warehouse Supervisor, the Stock Clerk 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
- 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
- Analyze and troubleshoot inventory control problems in a timely fashion
- Prioritize and perform daily workload assigned by the Assistant Manager or Warehouse Supervisor
- Answering radios and phone calls
- Oversee merchandise returns to vendors
- Count product received and perform periodic audits of content
- Ensure no empties are 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 product 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
- Sweeping and mopping
- 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 Manager of inventory anomalies
- Ensure that all inventory requests are sufficient to business demand and correspond with the menu
- Deliver prompt and efficient resolution of shortfalls to user departments



- Operate machinery for moving stock
- General housekeeping duties as assigned
- Other duties as required

## EXPERIENCE AND QUALIFICATION 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
- Ability to tolerate frequent walking, standing, kneeling, pushing, climbing and lifting
- Ability to lift 50 – 75 lbs
- 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 required or willing to obtain

**AFFILIATIONS**          Member of Westerner Employees Association

**RATE**                    **\$15.00—\$16.32**

**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](mailto:HR@westernerpark.ca)

**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.**

**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 successful applicants are found.