

CITY OF HAMILTON

PUBLIC HEALTH & COMMUNITY SERVICES DEPARTMENT (CULTURE & RECREATION DIVISION – FOOD SERVICES - LOCATION – MOUNTAIN ARENA)

PRODUCT AND INVENTORY CO-ORDINATOR

SUMMARY OF DUTIES

Reporting to the Supervisor, Food Services. Co-ordinates product and inventory systems for all food service operations.

GENERAL DUTIES

Controls product and inventory systems for all food service operations as they relate to department policy and procedures.

Monitors inventory units and follows up with staff to ensure completion of inventories and financial statements.

Responsible for all inventory activity variance reports on a bi-monthly basis.

Compiles and finalizes all financial statements submitted by all snack bar employee and golf course supervisors for disbursement to the Corporate Services Department.

Reconciles bank deposits from offsite operations to financial readings from each cash register in the food services.

Analyses all cash management reports for accuracy and corrects perpetual reading sequences from financial readings.

Liaises with supplies and service companies to ensure prompt action to minimize downtime.

Ensures and liaises with Snack Bar Clerks for inventory spot checks from daily operations.

Finalizes all training and orientation to all Senior Clerks and Cooks as they start new positions.

Responsible for the start up and shut down of all concessions at the beginning and at the end of each season.

Responsible for all product movement within the concessions and ensures that proper internal sheets are completed as necessary.

Monitors all offsite petty cash activity and safe cash handling procedures.

Responsible for all vending machines fill rate capacity for non city contracts.

Responsible for all City owned and operated vending machines functionality and financial tracking. Ensures vending machines adheres to CSA standards.

Co-ordinates the accuracy of menu boards to cash register inputs to inventory product description.

Monitors all pricing accuracy in retail systems.

Manages and rectifies all equipment deficiencies before service calls are made.

Perform other duties as assigned that relate directly to the responsibilities of this position.

QUALIFICATIONS

1. Previous experience in food product and inventory systems normally acquired through a combination of education and related work experience.
2. Working knowledge of marketing in a food environment, retail Point of Sale systems and Inventory Tracking systems.
3. Thorough working knowledge of food service equipment.
4. Advanced working knowledge of Microsoft Office XP (word and excel). Working knowledge of database software systems. Knowledge of Optimum Control would be considered an asset.
5. Working knowledge of corporate health and safety procedures.
6. Must be flexible in working schedule and independently in a team setting.
7. Must have Food Handlers Certificate.
8. Must have Smart Serve certificate and previous experience with Alcohol related sales.
9. Must possess a valid Class "G" Driver's License.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.