



Private Management for Public Facilities

POSITION DESCRIPTION

JOB TITLE: Warehouse Clerk	COMPANY: SMG/SAVOR
DEPARTMENT: Food & Beverage	FACILITY: Jacksonville
REPORTS TO: Director of Food & Beverage	FLSA: Hourly – Part Time

POSITION SUMMARY:

Monitors inventory for Food and Beverage Department.

POSITION RESPONSIBILITIES:

- Receive ordered goods and ensure order agrees to receiving report.
- Transfer food and beverage items to concession stands according to Food and Beverage procedures.
- Direct storage, preparation and service of concession merchandise.
- Notify management when inventory needs and assure necessary inventory is ordered, stocked and available.
- Ensure adequate storage of merchandise by continual supervision of stock levels.
- Ensure warehouse is clean and neat. Rotate inventory to minimize spoilage.
- Maintain and reconcile all pertinent logs, transfer sheets and ensure that all transfers are documented.
- Ensure that proper sanitations procedures are followed.
- All other duties/responsibilities as assigned.

WORK CONTACTS:

Daily contact with the Director of Food & Beverage, Executive Chef and Food & Beverage Manager.

PHYSICAL EFFORT:

This position requires stooping and lifting. Substantial walking and manual dexterity to operate office equipment such as a computer is required.

WORKING CONDITIONS:

Warehouse clerk must be able to work irregular hour as dictated by the event schedule, including nights, weekends and holidays. The position requires working in a office, warehouse, and concession stand setting in addition to the physical requirements of continuous walking, lifting and standing.

MINIMUM REQUIREMENTS:

- Must have working knowledge of Food and Beverage operations, including inventory, management and purchasing procedures.
- Experience in a food and beverage setting required.
- Computer knowledge required.

This job description portrays in general terms the type and level(s) of work performed and is not intended to be all-inclusive or to represent specific duties of any one incumbent. The knowledge, skills and abilities may be acquired through a combination of formal schooling, self-education, prior experience, or on-the-job training. The company reserves the rights to modify, supplement, delete, or augment the duties and responsibilities specified in the position description, in the company's sole and absolute discretion. Duties other than those expressly specified may be assigned from time to time.

Approved by: _____ Date: _____