

Mazatzal Hotel & Casino

JOB ANNOUNCEMENT

POSITION:	Inventory Supervisor
DEPARTMENT:	Food & Beverage
STATUS:	Full-time
RATE:	\$D.O.E
SHIFT:	Days/Swings
REPORTS TO:	F&B Manager/Director
SUPERVISES:	Inventory Clerk

JOB SUMMARY: Aids in maintaining the system of inventory control, ordering of food items to be purchased, strives to maintain cost effectiveness. Performs word processing, data entry, routine paperwork and filing as required. Operates modern office equipment including but not limited to personal computer, printer, calculator, photocopier and fax machine. Researches, orders, and maintains food and beverage supplies.

ESSENTIAL JOB FUNCTIONS:

- The ordering and stocking of food items.
- Maintain record of daily and monthly sales in compliance with F&B procedures and practices.
- Experience with vendor relations.
- Oversees the handling, storing, and safekeeping of inventory, documents, and casino assets.
- Maintains departmental documentation such as catalogs and vendor information.
- Maintains an efficient filing system.
- Must be trained to drive a fork lift.
- Maintains optimum inventory levels to ensure on-time deliveries to meet department requirements while minimizing carrying cost and transportation.
- Ensures adherence to procedures for inventory and purchasing/billing.
- Reconciles billing discrepancies to ensure accurate accounting records.
- Perform other job-related duties as assigned.

MINIMUM QUALIFICATIONS:

- High School diploma or GED recommended. Experience may substitute for schooling.
- Excellent written and oral communication skills.
- Familiarity with MS Excel and Word.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

- Blood Pressure must fall under accepted guidelines by the American Heart Association or clear
- Physically mobile with reasonable accommodations to stand for long periods of time.
- Must have bending mobility to reach, kneel, twist and grip items while working at assigned area.
- Read, write, speak and understand English.
- Must be able to lift up 50 pounds and carry up to 20 pounds.
- Must have manual dexterity and coordination to operate equipment, including a 10 key adding machine, PC computers, fax machine and photo copier.

Mazatzal Hotel & Casino reserves the right to make changes to the above job description whenever necessary.