WAREHOUSE/ INVENTORY MANAGER

TYPICALLY REPORTS TO: General Manager, Catering Manager, Sales, Chefs, Edna's Restaurant Manager

PRINCIPAL FUNCTION: This position assists and manages all operations of central warehouse and controls all inventory procedures within the facility. Ensuring all events are set with chairs, tables, and floor plan alignment. As our singular goal is to be #1 in Event Hospitality, all our managers, chefs and employees are "Hospitality Ambassadors."

ESSENTIAL RESPONSIBILITIES:

- Directly supervise event crew in warehouse during each event.
- Operate Yellow dog inventory system.
- Ensure central warehouse products are stored and rotated properly.
- Enter purchase orders and receivers for any product entering warehouse.
- Ensure pallet yard and dock area are cleaned and organized.
- Assist in counting and verifying all inventory in central warehouse.
- Directly oversee all deliveries to concession stands, lodges, and operations to ensure organized and timely deliveries.
- Assist in nightly checks of inventory in concession stands to limit over and under stocking.
- Supervise/schedule warehouse employees.
- Carry out management responsibilities in accordance with organization's policies and applicable laws.
- Train employees, direct work assignments and resolve any customer or employee problems.
- Ensure compliance with all applicable health and safety regulations.
- Perform other related duties, tasks and responsibilities as required from time to time.
    - Work directly with catering team to complete room readiness in all lodges. Tables, chairs, buffets set, and dance floors.

QUALIFICATIONS/SKILLS:

Required:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and inventory sheets.
- Ability to write routine reports and correspondence.
- Ability to communicate effectively with groups of customers, employees and any volunteer of a non-profit organization.
- Ability to perform basic mathematical equations.
- Ability to solve practical problems and deal with variety of concrete variables in situations where only limited standardization exists.

Preferred:

- Ability to operate Yellow Dog Inventory System and train others to use terminal accurately.

OTHER REQUIREMENTS: Must be able to exert well-paced mobility to maneuver throughout the facility. Required regular lifting and/or moving up to 50 lbs. Occasionally requires working in high places. The noise level of the work environment is sometimes high, and the employee is frequently exposed to outside-weather conditions.

Must be able to meet the following requirements with reasonable accommodation:
• While performing the duties of this job, an employee is regularly required to stand for long periods of time, use hands to finger, handle, or feel, reach with hands and arms, and taste or smell
• The employee is required to bend stoop, kneel, or crouch, climb, and must have the ability to reach overhead, above the shoulders
• The employee must regularly grasp, lift and/or move up to 50 pounds, and carry approximately 20 feet
• Ability to physically walk approximately one-fourth (1/2) of a mile and the circumference of the unit several times a day
• Employee must be able to perform repetitive motions • Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus
• While performing duties of this job, the associate is frequently exposed to moving mechanical parts and extreme heat
• Employee must be able to work in a cold environment – such as when working in the walk-in refrigerators
• Employee is occasionally exposed to wet and/or humid conditions and extreme cold
• Employee must have ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
• Employee must be able to operate in an environment with moderate to high noise level. • Other lifting or physical requirements as added from time to time, or as required to perform the essential functions of this job.