



POSITION DESCRIPTION

Position: Food & Beverage Purchasing Manager **Job Code:**
Department: Accounting & Food & Beverage **FLSA Status:** Exempt
Reports To: Hotel Controller & Executive Chef

Position Overview:

Purchase and maintain inventory levels and dispersal of all food, beverage and mini-bar products. Establish and maintain the most effective purchasing and receiving procedures. Control inventory levels and record keeping of all transfers to ensure cost controls are in place. Ensure the most accurate accounting procedures for food and beverage costs on a monthly basis.

Essential Duties & Responsibilities

PURCHASING:

- Order food, beverage and mini bar products based on established par levels
- Work closely with the Executive Chef in order to achieve and maintain best quality and prices
- Provide Catering & Restaurant departments with special pricing requirements or needs on a case by case basis
- Maintenance of the Food & Beverage other line expense check book

RECEIVING:

- Check all food & beverage deliveries for quantity and quality using daily order sheets
- Compare unit price on invoices to quotation or contract prices to ensure purveyor is charging correctly
- Ensure that “request for credit” or return procedure is adhered to and reflected on invoices
- Stamp and code invoices
- Complete Food & Beverage receiving sheet
- Obtain signatures from Executive Chef or Director of Restaurants on receiving sheets
- Forward Food & Beverage receiving sheet with invoices to accounting
- Reconcile total food, beverage and mini-bar purchases with accounting monthly

STORAGE & ISSUANCE:

- Assist in placing food & beverage supplies in their proper storage areas
- Monitor that all products are being properly stored and rotated using the FIFO method
- Monitor that requisitions are properly completed and signed
- Ensure all liquor bottles are stamped and empty bottles are destroyed

- Ensure bottle for bottle issuance of liquor
- Maintain a neat, organized and well stocked storeroom facility

INVENTORIES:

- Count all Food, Beverage and Mini Bar inventories on a monthly basis
- Price and extend inventories
- Periodically keep a perpetual inventory on a random number of F&B items
- Establish and monitor par stocks with Executive Chef and F&B Management
- Record all transfers and costs of sales adjustments
(i.e. Daily Cafeteria Costs; Champagne for Brunch; Wine to Kitchen for cooking; Food to Beverage for garnishes, Dry Snacks to OTR, Complimentary Hors D'oeuvres for Happy Hour)\
- Responsible for performing any additional duties as requested by the Hotel Controller.
- Oversee the administration and ensure compliance with all aspects of the Hotel's Green Purchasing Policy. Make certain that eco-friendly, recycled, organic, and local products are considered and products ordered that fall into these categories are tracked.
- Assist in ensuring that the Hotel's Green Team remains invigorated and the mission is upheld, communicated and enforced throughout the organization as a member of the Team.

Qualifications:

To perform this job successfully an individual must be able to perform each essential duty to a satisfactory standard. The requirements listed below are representative of the knowledge skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education: Bachelors Degree in Finance, Accounting or Business or equivalent experience

Experience: Prior experience in Purchasing/Storeroom or related field

Basic Expectations: Good organizational skills, ability to prioritize and follow-up. The ability to work independently with minimal supervision. Work well under pressure, be able to multi-task and stay focused. Able to work weekends and/or holidays when necessary. Capable of assisting in other accounting duties as needed. Maintaining confidentiality of pertinent hotel data. Knowledge of a variety of food, liquor, wines and beer.

Physical Ability: Able to bend, stoop and lift 50lbs. minimum; walk and stand 50% of the day.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervisor.

The Hay-Adams Hotel offers competitive salaries and excellent benefits, including medical, dental, vision and 401K retirement plan.

EEO Employer

Please submit your resume and cover letter to: hrmanager@hayadams.com or fax 202.639.9743