

### **Role Summary**

Reporting to the executive chef, this position is responsible for purchasing for the resort, including but not limited to the kitchen, food & beverage, housekeeping, spa, and administrative departments. Working closely with the shipping and receiving coordinator, this position stores and delivers incoming food and beverage deliveries for the resort.

### **Accountabilities**

- Receive incoming food and beverage deliveries to the resort by inspecting the order for accuracy, quality of the product, and sanitation standards of the food delivery trucks
- Refuse inaccurate or damaged orders
- Troubleshoot vendor delivery issues and oversee return process
- Work with the shipping and receiving coordinator to maintain accurate log books on all deliveries
- Maintain clear and organized purchase order records, and ensure all invoices are approved and submitted to the accounting department in a timely manner
- Receive beverage requisitions and order liquor, wine and beer in a timely manner. Work with the food and beverage leadership team to develop and maintain relationships with key suppliers
- On daily use basis, ensure food and liquor requisitions are signed by departmental leaders before issuing of product
- Responsible for food and beverage purchasing and building strong relationships with suppliers
- Source out new vendors for products as requested by leaders
- Use the first in, first out (FIFO) method when issuing product from the storeroom and ensure adherence to the control log
- Responsible for coordinating the pickup and removal of alcohol bottles by the Beer Store, work with the food and beverage team to ensure safe stacking and proper separation on the loading dock
- Work with the shipping and receiving coordinator and the loss prevention department to keep the loading dock tidy, clean and safe
- Responsible for contacting our garbage and recycling companies for timely bin removal
- Compliance with all safety regulations of assigned tasks, and ensure a clean and safe working environment with active participation in the health and safety program
- Adhere to all environmental policies and programs as required
- Other duties as assigned

### **Requirements:**

- 1-2 hotel experience, Food & Beverage preferred, with a good knowledge of the Industry and the service we provide
- Knowledge of purchasing/receiving operational procedures
- Ability to lift, pull & push heavy loads & be exposed to extreme temperatures

**Working Conditions**

- Must be able to work in hot, humid, cold environments
- Must be able to work flexible hours including evenings, weekends and holidays
- Required to move, lift, carry, pull and place objects weighing less than or equal to 50 pounds without assistance
- Stand, sit or walk for an extended period of time or for an entire shift
- Reach overhead and below the knees, including bending, twisting and pulling
- Move through narrow, confined or elevated spaces
- Move up and down a ladder
- Move over sloping, uneven or slippery surfaces

JW Marriott The Rosseau Muskoka Resort & Spa is an equal opportunity employer committed to hiring a diverse workforce. Upon request by the applicant, accommodation options will be available in the local area.