



Job Description

POSITION TITLE: Stock Clerk
DEPARTMENT: Food & Beverage
SALARY: DOQ
POSTING DATES: Until Filled

GENERAL DESCRIPTION:

Responsible for maintaining inventory for the Food & Beverage Department.

DUTIES AND RESPONSIBILITIES:

- Check in and put orders away, rotating stock properly
- Inventory food on the first of every month under the direction of the Inventory Control Manager.
- Clean and keep stocked, fresh vegetables and lettuces.
- Maintains the coolers, freezers and dry storage area, keeping them organized and clean.
- Assumes other responsibilities as directed by Kitchen Supervisor
- Other duties assigned

RELATIONSHIP TO OTHER POSITIONS:

- Reports directly to the Inventory Control Manager.

QUALIFICATIONS:

- High School Diploma or G.E.D. required.
- Prior kitchen experience.
- Physical requirements must be able to lift 50lbs.

EMPLOYMENT STATUS:

Full-time, permanent, hourly. Full Benefit Package, Health Insurance, Life Insurance, Personal Time Off, 401 K Plan. Native American preference applies.