



## Job Description

**JOB TITLE:** Inventory Control Manager  
**DEPARTMENT:** Food & Beverage  
**SALARY:** DOQ  
**POSTING DATES:** Until Filled

### GENERAL DESCRIPTION:

Responsible for maintaining an accurate accounting of all food, equipment and supplies in the Food & Beverage Department. Works with the Food & Beverage Director to insure costs meet budgeted guidelines. Reports to the Food & Beverage Director.

### DUTIES AND RESPONSIBILITIES:

#### Inventory Costs:

- Responsible for accurate monthly inventory of all food items; includes physical count, pricings and extensions.
- Oversee compliance with prime food vendor contract: product quality, pricing, and volume incentive compensation.

#### Equipment Costs:

- Develops preventive maintenance plan for all food & beverage equipment.
- Inspects equipment on a weekly basis.
- Prepares and maintains a detailed listing of all food & beverage equipment (Purchase date, Tribal ID) for monthly review.
- Communicates to Food & Beverage Director anticipated equipment additions/replacements.

#### Labor Costs:

- Edits time for all food & beverage employees.
- Develops productivity reports based on hours used by sub departments.

### RELATIONSHIPS TO OTHER DEPARTMENTS:

Submits timely accurate information to Accounting Department and Food & Beverage Director.

### QUALIFICATIONS:

- 2-year Business Degree.
- 3 – 5 years' experience in a position of monitoring operational controls/standards for large food & beverage operation.
- Experienced in Excel applications.

### EMPLOYMENT STATUS:

Permanent, Full-Time, Hourly. Includes full benefits, health insurance, life insurance, 401 K Plan and personal time off. Native American preference applies.