

POSITION ANNOUNCEMENT

JOB TITLE	STOREROOM CLERK II
TYPE OF VACANCY	STAFF
DEPARTMENT	CULINARY ARTS AND TOURISM STUDIES
SUMMARY: The Storeroom/Receiving and Distribution Clerk is responsible for receiving and/or issuing food, beverages, supplies, and operating equipment's in accordance with established policies and procedures of the unit. He/she would also be responsible for ensuring that all products and services received are consistent with hotel/hospitality quality standards and communicate errors, spoilage and waste to management in a timely manner.	
DUTIES & RESPONSIBILITIES: The position of Storeroom Clerk is required to perform a variety of tasks including, but not limited to, the following: ➤ Approach all encounters with chef instructors, employees and students in a friendly, service-oriented manner; ➤ Maintain regular attendance in compliance with the University of The Bahamas standards, as required by scheduling which may vary according to the needs of the University and assigned classes; ➤ Maintain high standards of personal appearance and grooming, which includes wearing the proper uniform and name tag while at work; ➤ Comply with standards and regulations to encourage safe and efficient operations. ➤ Maintain par on beverage, wine, liquor, and other inventory items as required, and notify supervisor on deviations from the standard; ➤ Notify Purchasing Manager when goods and/or services are received; ➤ Receive food, beer, wine, liquor and operational supplies according to schedule. Inspect for proper specifications (quantity and quality). Inspect wines for correct vintner and vintage. Ensure that all items received are in good condition and refuse damaged goods or goods that are not accompanied with proper documentation; ➤ Solicit assistance from chefs when quality determinations are necessary; ➤ Secure goods in appropriate storage areas; ➤ Date all items as required. Rotate stock of food items on a "first in, first out" basis; ➤ Handle incoming and outgoing packages according to the University's standards; ➤ Maintain daily receiving logs for all products and services received; ➤ Maintain efficient security and control of all storage areas; ➤ Keep management abreast of any unusual operational events and/or deviations from policies and/or procedures; ➤ Maximize productivity, identify problem areas, and assist in finding and implementing solutions; ➤ Assist with interim and year-end inventory counts; ➤ Clean storeroom, receiving dock and work area on a daily basis; ➤ Maintain a clean organized storeroom environment; ➤ Maintain a friendly and warm demeanor at all times; ➤ At all times be attentive, friendly, helpful and courteous to chefs, instructors, students and employees; ➤ Attend meetings and/or training sessions as required by management; ➤ Maintain an efficient perpetual inventory control method; ➤ Distribute goods in accordance with the approved requisitions; ➤ Perform other duties as requested by management.	

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KNOWLEDGE, SKILLS & ABILITIES:

Physical requirements

- Flexible hours required;
- Very heavy work – exerting in excess of 100 pounds of force occasionally, and/or 50 pounds of force frequently and/or 20 pounds of force constantly to lift, carry, push, pull or otherwise move objects;
- Able to withstand significant extremes in temperature fluctuations in the working environment.

Other requirements

- Must be able to convey information and ideas clearly;
- Must be able to multi-task;
- Must be able to show initiative in job performance, including anticipating what needs to be done before it becomes a necessity;
- Must routinely meet deadlines;
- Must be effective in handling problems in the workplace, including anticipating, preventing, identifying and solving problems as necessary;
- Must be effective at listening, understanding, and clarifying the concerns and issues raised by the purchasing officer and/or chef instructors;
- Must be able to work with and understand data related to par stocks, FIFO and LIFO systems, and basic arithmetic functions;
- Be able to execute distribution tasks efficiently;
- Must understand weights and measures;
- Must be able to prioritize job functions in order to meet deadlines.

QUALIFICATIONS:

- Office Assistant's Certificate, OR approved equivalent as for CSS-1, AND five (5) years relevant work experience or Associate Degree in relevant area.

Reports to	Purchasing Officer
Salary Grade	CSS-2
Salary Scale	\$18,370 - \$27,870
Date Published	June 21, 2017
Advertisement End Date	July 4, 2017
Date to be Removed	July 5, 2017

Interested applicants should send the following to the Human Resources Department via the email below:

- **A cover letter of interest highlighting work experience and accomplishments relevant to the position;**
- **A completed UB Employment Application Form (On the website - ub.edu.bs);**
- **Current Curriculum Vitae or Resume;**
- **Copies of Qualifications and Certificates, inclusive of transcripts;**
- **Copy of the relevant pages of a valid passport showing passport number, photo identification and expiration date;**
- **Copy of N.I.B. Card;**
- **At least three (3) written professional references.**

Submit electronically to: hrapply@ub.edu.bs

Attn: Director, Human Resources

The above statements are intended to describe the general nature and level of work to be performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of the Storeroom Clerk II – Culinary Arts & Tourism Studies.