

SEE ROCK CITY, INC.
JOB DESCRIPTION

Title: <i>Inventory Team Leader</i>	Department: Food Service
Reports to: Manager of Attractions Food	Status: Hourly, Full Time

Summary:

Responsible for the daily management and upkeep of the point-of-sale system as it pertains to food inventory for Café 7, TN Operations, and the Attractions Food Teams. The Attractions Food Stock Lead Partner will report directly to this Team Leader.

Responsibilities:

- Leads team in accordance with Culture of Excellence and operational goals. Models appropriate guest and partner interaction at all times.
- Ensures excellent guest service in all aspects, including Mystery Shop.
- Works with Managers to gather information on menu items to build and maintain recipes in the point-of-sale system.
- Works with Managers to ensure each team is logging waste according to procedure.
- Inputs food invoices, transfers and waste logs in the point-of-sale system to ensure product is moved through the system in an efficient and timely manner.
- Codes invoices and submits to accounts payable ensuring that See Rock City, Inc. remains on good terms with our vendors by prompt payment of invoices.
- Reviews the Margins Analysis report weekly and notifies the Managers of menu items falling below the acceptable profit level.
- Oversees the coordination of deliveries by the Attractions Food Stock Lead Partner.
- Builds new stock items and sales buttons in the point-of-sale system as needed.
- Helps supervise portion control.
- Ensures inventory rotation by the Attractions Food Stock Lead Partner.
- Works with Managers and Team Leaders to insure an accurate inventory count and inputs the food inventory monthly in the point-of-sale system.
- Generates inventory reports and forwards to managers and directors for review.
- Maintains a clean work area.
- Presents a positive example by following and enforcing company policies.
- Performs other duties as assigned by management.

Qualifications:

- Possess an outgoing, friendly personality and the desire to provide quality service.
- Ability to convey a professional image to guests.
- Possess an understanding of cost of goods and what it takes to turn a profit; basic computer skills; and the ability to learn.
- High school diploma or GED required.
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money and measurements.
- Ability to work a flexible schedule.
- Ability to supervise partners and their daily tasks.
- Must possess a current driver's license and good driving record.
- Ability to stand, walk, stoop, kneel or crouch; Ability to lift up to 30 pounds.