



Position Announcement

TITLE: LEAD STOREROOM CLERK- FULL-TIME

DATE: May 12, 2017

LOCATION: The Tamalpais - 501 Via Casitas, Greenbrae, CA 94904

FLSA: Non-Exempt

SUMMARY: Orders and maintains inventories of food, supplies, chemicals and equipment used in the Food Services Department. Maintains organization and sanitation of food storage areas. Works with Director of Food Service and Executive Chef to ensure that appropriate quantities of product are ordered and inventoried as required by the menu, special function needs and resident census. Monitors vendor compliance with Tamalpais purchasing specifications.

ESSENTIAL FUNCTIONS:

- In conjunction with Executive Chef and Director of Food Service, determines required quantities of product through the use of order guides, physical inventories and monitoring of catering function sheets. Communicates with Executive Chef and Director of Food Service to adjust quantities ordered in response to resident demand on an ongoing basis.
- Works with Executive Chef and Director of Food Service to maintain organized, accurate ordering guides on computer. Places orders with vendors for all items used in the department using telephone and online ordering technologies. Compares vendor pricing when appropriate.
- Receives incoming shipments of product; inspects product, monitoring that specifications are met with respect to quality and quantity. Adjusts invoices upon delivery to insure that proper credit is received for rejected or returned product and follows up with vendors. Forwards product invoices to Office Coordinator for processing.
- Delivers product daily from receiving refrigerators and central storeroom to kitchen and dining room using order guide, requisitions and established guidelines.
- Stores products in designated locations. Monitors rotation of all food products to insure that first in-first out inventory system is followed.
- Maintains logs to monitor and record temperatures of potentially hazardous food products upon delivery.
- Maintains clean and organized food storage areas. Maintains the Hazard Analysis and Critical Control Point (HACCP) program in food storage areas.
- Maintains physical, equipment and/or workplace safety standards.
- Provides instructions and work direction of storeroom procedures to other staff if necessary.
- Monitors product cost and availability, advises Executive Chef when product substitution may be required.
- Monitors security of product storage and delivery areas. Reports all losses and shortages as well as any suspicious or unethical conduct on the part of staff or vendors.
- Performs related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Tact and courtesy in dealing with residents, vendors and staff under sometimes trying conditions. Patience and understanding of the aged. Knowledge of basic sanitation and safety policies and procedures regarding food handling, production and storage. Basic reading, writing and numerical ability; ability to follow basic written and verbal instructions. Ability to comprehend and follow safety instructions in the use of chemicals, solvents, kitchen equipment and utensils and proper lifting techniques. Ability to use computer to organize work, communicate via email and transmit online orders. Highly responsible and able to exercise good judgement to safeguard products and equipment.

Physical skills and ability to perform work that requires continual standing, walking, stooping, bending and lifting up to 60 pounds.

QUALIFICATIONS:

Minimum of one year work experience in food handling or stock activities required. High School graduate or equivalent.

SUPERVISORY RESPONSIBILITY: May provide work direction to others.

APPLY TO: Food Service Director of HR Manager by clicking [here](#).