

Position Title: Inventory Manager - Purchasing Specialist
Department: Purchasing
Reports To: AGM

Kenwood Country Club
Cincinnati, Ohio
www.kenwoodcc.com

Kenwood Country Club has established itself as the premier, private, and family-oriented county club in the Cincinnati area, and one of the top clubs in the Midwest. Kenwood continues to be recognized as a Distinguished Club – Elite by Boardroom Magazine and was selected to host the inaugural LPGA Kroger Queen City Championship Presented by P&G.

The overall character and competency of the Club has sustained extraordinary excellence with unflinching commitment to get better – every single day. Kenwood separates from the pack by offering the highest quality hospitality standards and exemplary service, while also offering a family-friendly variety of activities and amenities attractive to every age of member.

Kenwood Country Club's amenities include two 18-hole championship golf courses, clay and hard tennis courts, platform tennis courts, state-of-the-art fitness facility, a heated zero-entry and competition-size swimming pool with diving well, award winning dining facilities and social activities for all ages. Providing activities and amenities that cater to all members is our goal and providing them with excellence is our passion.

The Club has a Membership of 925 and remains on a waitlist for membership of approximately two years for social membership, and four years for full golf membership. The Club is in a strong financial position, having annual revenues of over \$18 M.

With a strong balance sheet and long membership wait list, the club continues to reinvest in its operations and facilities; most recently with a \$5 M renovation of the Kendale golf course in 2020.

Kenwood Country Club has an opening for a self-starter minded individual to manage food inventory for its large restaurant operation. This business administration position requires a well-organized & positive team player who prefers not being micro-managed. You will implement our new Ecommerce and Inventory software, while acting as a purchasing agent and inventory manager for our substantial kitchen staff. Other duties will include assisting chefs with menu pricing & recipe costing, assuring invoices are coded and processed, communicate with vendors, negotiate lower cost solutions, report sales

and cost analysis to upper management. You must have the ability to work with the Executive Chef, Sous Chef and managers in Back-of-House as well as upper management.

Requirements

- 2-year degree, business administration, accounting, finance, hospitality or restaurant
- Advanced excel & other ecommerce software capabilities
- Food & Beverage Operation experience & knowledge is preferred
- Must be able to lift 30-40 pounds
- Cost Accounting, accounts payable, process experience
- Inventory management experience

Duties and Responsibilities

- Purchases goods and services according to the company's policies and procedures.
- Coordinates with managers to maintain inventory levels.
- Evaluates vendors based on price, reliability, capability, and previous transaction history.
- Works with vendors to negotiate discounts.
- Facilitates all returns in a timely manner.
- Ensures that purchasing documents are complete and accurate and include appropriate and reasonable terms and conditions.
- Maintains pricing histories and other vendor records.
- Works collaboratively with Executive Chef, Sous Chefs and Director of Finance.
- Maintain and monitor current inventory levels.
- Track purchase orders, maintain purchasing/receiving logs, and inventory on a monthly basis.
- Match purchase orders with packing slips/invoices for materials/services ordered, then recorded and processed the necessary information.
- Maintains files of vendor's stock list, price sheets and discounts.
- Forecast market conditions, availability of materials and economic conditions
- Handles communication concerning over-shipments, shortages, price changes and related matters.
- Determines the cost of deliveries and the best method(s) of transportation.
- Develops specifications for products, materials and services in cooperation with personnel responsible for production and service.
- Authorizes the rejection of materials which fails to meet specifications.
- Maintains a file of current specifications.

- Determine necessary stock levels to provide adequate food and supplies and to minimize investments per department manager.
- Inspects storage areas.
- Monitors records of inventory, materials on-order and potential demands for food, beverage and supplies.
- Performs other related duties as assigned.

Salary is open and commensurate with qualifications and experience.

Medical, Dental, Vision, PTO, Paid Holiday's, Meals

401(k) and Match - After one year of service