

JOB DESCRIPTION

Position Group Stock Controller

Department/Property _____

Employee Name _____

Date of Employment _____

Reports to _____

SECTION A – What you do and how you do it

Key Performance Areas	Key Job Responsibilities (description of the actions that make up each key performance area)
Finance and Stock Administration	<ul style="list-style-type: none"> ▪ Accurate completion of the month-end workbooks as required (stocks). ▪ Efficient and accurate running of month end procedures, reconciliation of all stock control processes and reporting. ▪ Interpret, understand, and explain the financial accounts and reports of each property. ▪ Compile monthly financial packs and present this to the Finance team. ▪ Perform spot checks on all outlets throughout the month. ▪ Compile variance reports on all overspends on budgets. ▪ Compile mid-month and month-end financial reports and highlight variances, discrepancies and/or changes in policy or strategy.
Purchasing	<ul style="list-style-type: none"> ▪ Liaise with the OC Creative Director for direction on brand, décor themes, preferred and proven suppliers, stipulated products and specs to ensure brand integrity and consistency. ▪ Select suppliers with great care by researching their background, establishing their credentials and their standing in the industry regarding their ability to match prices and maintain deliveries. ▪ Negotiate the terms of all inventory item agreements fairly, bearing in mind the price, quality, support, and continuity of supply. ▪ Negotiate realistic bulk discounts in terms of the above agreements. ▪ Maintain good relations with suppliers, thus gaining the best possible service from them. ▪ Ascertain the value of new products through quality testing and field trials. ▪ Maintain up-to-date records of all suppliers, with appropriate comments on price list, certificates of hygiene, delivery schedules, quality assurance, and contact person.

	<ul style="list-style-type: none"> ▪ Investigate supplier problems, take the appropriate action, and follow up to ensure no similar problems are experienced. ▪ Investigate and act on account queries promptly when these are the result of price variances. ▪ Declare all conflict of interests with suppliers prior to finalizing the commitment. ▪ Ensure an appropriate number of quotes are obtained for all non-food and beverage hotel purchases in line with policies and procedures. ▪ Quotes to be given to the Creative Director and General Manager to approve before order may be placed. ▪ Communicate all orders for the relevant properties to the relevant suppliers. ▪ Ensure that all orders are duly received and to follow up on outstanding orders. ▪ Identify high-cost items and notify the General Manager of any major price fluctuations on these items. ▪ Implement and maintain a Quote Request Sheet.
Stock Control	<p><i>This role requires the ability to travel nationally, particularly between the Western and Eastern Cape and will require several days away from home per month.</i></p> <p>Initial Exercise:</p> <ul style="list-style-type: none"> ▪ Benchmark and base-line all existing stock levels, order processes and stock control processes. ▪ Identify shortfalls and gap analysis with remedial action list in terms of the company's stock management strategy. <p>Ongoing:</p> <ul style="list-style-type: none"> ▪ Implement and monitor the company's stock management strategy with the aim of controlling costs within budgetary limits, generating savings, and justifying stock holding. ▪ Implement, monitor, and spot check stock control procedures, operating equipment, and orders/purchases for all departments to avoid overspending, and to create and maintain par levels and order procedures. ▪ Monitor and control sales, expenses and profit goals as outlined in the departments' operating plans and budgets. ▪ Assist in ensuring all inventory and stock management systems are maintained accurately, within the agreed parameters and in a timely manner. ▪ Assist in ensuring that company COS standards are being met, and applicable incentives paid out accordingly. ▪ Ensure that all necessary stock takes are performed timely and accurately. ▪ Minimize overstocks and removal of obsolete/redundant stock to maximize availability of working capital. ▪ Ensure that COS, margin percentages and mark-ups on goods are done as outlined in the budgets.

	<ul style="list-style-type: none"> ▪ Stock bins on Semper - ensure the correct allocation for purchasing and sales. ▪ Control the stocks in Semper ensuring accurate issues, transfers, and depletion. ▪ Ensure that all incoming stock is receipted and processed correctly to the respective inventory accounts, distributed to the correct departments, and stored appropriately. ▪ Ensure that internal transfers are correctly requisitioned, dispatched and recorded and allocated. ▪ Submit weekly stock and expense reports to the General Manager. ▪ Assist in ensuring that stock items being purchased are at the best value for the company, running regular comparisons between suppliers. ▪ Ensure that high value stock items are checked on a rotational basis, and that any anomalies in stock levels and values are reported to the General Manager. ▪ Ensure that the Semper daily sales are balanced, and PAR levels met, if not take necessary action. ▪ Assist in reviewing beverage menus and analyze recipes to determine labour and overhead costs and assign prices to menu items. ▪ Oversee the effective operation of the POS system and the Electronic Ordering Systems. ▪ Record the number, type, and cost of items sold to determine which items may be unpopular or less profitable every quarter. ▪ Write and maintain accurate written procedures for all main inventory control processes and functions annually.
Professional Attire	<ul style="list-style-type: none"> ▪ Ensure that your uniform is clean when on duty and that you are wearing your name badge. ▪ Ensure that you are dressed properly and maintain a high standard of personal hygiene. ▪ To ensure that all employees adhere to these standards.
Fire, Hygiene, Health and Safety	<ul style="list-style-type: none"> ▪ Ensure that work practices are efficient, clean and hygienic. ▪ Ensure that all items of equipment are correctly cleaned and stored. ▪ Ensure that assigned department is clean, constant rotation and cleaning procedures to be followed. ▪ Ensure that any defects on appliances and equipment are followed up on after being reported to Maintenance. ▪ Ensure that all employees of the assigned department have a good understanding of how to make use of all cleaning chemicals, tools and machines used in area of work, and how to safely and effectively apply this knowledge to be most productive. ▪ Have a complete understanding of and adhere to the property's policy relating to Fire, Hygiene, Health, and Safety.

	<ul style="list-style-type: none"> ▪ Ensure that all employees have a complete understanding of and adherence to the property's policy relating to Fire, Hygiene, Health, and Safety.
<p>Leadership</p> <p>(to assist the Heads of Department/Management)</p>	<ul style="list-style-type: none"> ▪ Work in conjunction with each property GM to produce a consistent, high-quality product, providing a courteous, professional, efficient, and flexible service consistent with the company's policies and procedures, to maximize guest satisfaction. ▪ Have a full working knowledge and capability to perform and manage all duties and tasks in the assigned place of work to the standard of performance set. ▪ Perform other tasks and assist in other departments whenever reasonable and deemed necessary by Management. ▪ To demonstrate and promote flexibility and adaptability towards changing working hours and shifts according to the requirements of a 24-hour operation. ▪ To respond to changes in your job function as dictated by the industry, company or the property. ▪ To maintain and promote good working relationships with own colleagues and all other departments and properties. ▪ To ensure that deadlines on all projects are met.

SECTION B – Maximising your impact within this position

Knowledge: What you need to know and apply – specific to this position.

Skills: What you should be able to do – specific to this position.

Knowledge

Description
<ul style="list-style-type: none"> ▪ Sound experience in Hospitality and/or Administration positions – 3-5 years. ▪ Sound knowledge of Finance processes and procedures. ▪ Sound knowledge and understanding of stock procedures and control. ▪ Sound knowledge of MS Office Suite. ▪ Sound experience and proven track record of having made targets. ▪ Knowledge of planning, budgeting and departmental administration.

Skills

Description
<ul style="list-style-type: none"> ▪ Excellent attention to detail, excellent hygiene principles. ▪ Excellent communication skills (written and verbal), practicing honest communication. ▪ Team player with positive attitude, enthusiasm and emotional control.

- Excellent time management and self-discipline, interpersonal & problem-solving skills.
- Proactive, use initiative and creative flair when required.
- Committed and loyal, adaptable and flexible.
- Must work accurately under pressure.
- People skills – tolerance, patience and care.
- Leadership skills with passion for development and skills transfer.

I, _____ hereby confirm that I have read and fully understand the above job profile and all that is required of me to deliver an Oyster Collection experience to all our guests.

Stock Controller

Date

General Manager

Date