

JOB DESCRIPTION

POSITION: Stock Controller

DEPARTMENT: Finance (Inversion Group Services)

REPORTS TO: Accountant – Hospitality

PRIMARY OBJECTIVE OF POSITION

The Stock Controller is responsible for control, maintenance and reconciling of the stock holding of the Oyster Collection group. This function is responsible for ordering, receiving, storing and issuing of all inventory in accordance with the policies and guidelines. The function should be proactive, analyzing, and recommending alternative action in every respect, and operates in line with the group policies and guidelines, and the group's business plan.

TASKS, DUTIES AND RESPONSIBILITIES

RESPONSIBLE FOR STOCK CONTROL FUNCTION:

PURCHASING

- Select suppliers with great care by researching their background, establishing their credentials and their standing in the industry regarding their ability to match price and maintain deliveries.
- To negotiate the terms of all inventory item agreements fairly, bearing in mind the price, quality, 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.
- To 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.
- Investigate supplier problems, take the appropriate action and follow up to ensure no similar problems are experienced.
- Investigate and action account queries promptly, when these are the result of price variances.
- Declare any and all conflict of interests with suppliers prior to finalizing the commitment.
- Ensure 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 head of department 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.

- Update and maintain a Preferred Supplier list in conjunction with the Creditors Clerk. This list must be reviewed and signed off every 6 months by the General Manager and Accountant - Hospitality.
- Ensure the most recent pricelists for all inventory items are obtained and recorded monthly.
- Review and maintain all stock levels monthly.

STOCK TAKES

- Ensure that all stock takes are conducted within the prescribed time periods.
- Stock take policy to be always adhered to.
- All food, beverage and curio stock must be counted monthly, or any other time determined by Senior Management.
- All operating stock must be counted every 6 months, or any other time determined by Senior Management.
- Ensure fair and timeously cut off for all stores to be counted. Notification of closing times to be forwarded to all relevant parties.
- Prepare cost of sales reports for food, beverage and curio for both mid-month and end of month counts.
- Conduct spot checks on various inventory items during and after stock takes to ensure accuracy and completeness of stock takes.
- Compile a spot check report with a breakdown of items checked and give comments where variances are noted. This must be reported to management.
- Audit all mid-month and month end stock takes.
- Report all findings to the Accountant – Hospitality.
- Capture all finalized, approved stock records upon completion of the stock take on the stock system.
- Generate accurate and timeous stock valuation reports based on the accurate input or processing of the stock count sheets.
- Investigate all deviations on inventory items not related to consumption, taking sales mix into account and report results to the Accountant – Hospitality.
- Ensure that all stock records, both manual and electronic are filed and maintained in compliance with the policies of the company.

INVENTORY CONTROL & INVOICING & ISSUING

- Ensure completeness and accuracy of all internal transfers, ensuring that it is processed on the stock system timeously. Any deviations must be reported to management immediately.
- Ensure completeness and accuracy of all supplier invoices received and processed on the stock system timeously. Any deviations must be reported to management immediately.
- Compare quoted prices to invoice prices and request credit notes if and when required.
- Ensure that all items requisitioned are properly accounted.
- Ensure daily review and check of all invoice batches for accuracy, completeness, and compliance to required standards. Ensure all relevant signatures on invoices and batches before submitting for payment.
- Manage and authorize the creation of new stock items on the stock system and to ensure that all new stock items are linked to the correct product groupings.

MENU ENGINEERING & PRICING

- Maintains cost percentages on a daily basis for both food and beverage and to prepare a daily report which is to be communicated to the General Manager.
- To work closely with the General Manager in order to develop new menus for both food and beverage.
- Ensure that all new additions to the sales index are costed and priced accordingly prior to the item being listed on the system for selling.
- Update menu costs quarterly for all outlets.

GENERAL CONTROL

- Update and maintain all operating equipment expense sheets on a daily basis.
- Perform closing duties relevant to the accounting of the stock for month end purposes.
- Prepare monthly stock control summary reports and stock journal for month end processing.
- Assist the Accountant – Hospitality in preparation of input for month end.
- To prepare and publish a variety of cost control reports as and when required by management.
- Maintain storeroom inventory procedures and take action when required.
- Ensure access control to all inventory stores at all times. Only authorized staff to have access at any given time.
- Ensure that all stock holding areas are neatly packed and kept clean at all times.
- Assist the Accountant – Hospitality with maintaining all Policies and Procedures.
- Accept flexible work schedules necessary for uninterrupted service to property guests and stakeholders.
- To follow up and execute any other Ad Hoc tasks given by the General Manager and/or Accountant - Hospitality.

MISCELLANEOUS

- Attends meetings and training required by the Accountant – Hospitality.
- Assists colleagues to perform similar or related jobs when necessary.
- Ensures guest satisfaction by attending to their requests and inquires courteously and efficiently.
- Accepts flexible work schedule necessary for uninterrupted service to guests and the stakeholders.
- Continuously seeks to endeavour and improve efficient operation, and own knowledge of the job function.
- Follows any reasonable instruction given by the General Manager or an Executive Team member

SIGNED: _____

DATE: _____

Stock Controller