

**FOOD SERVICE SUPPLY CLERK**

**DEFINITION**

To order, receive, store and issue various supplies for the food service operation.

**SUPERVISION RECEIVED AND EXERCISED**

Receives immediate supervision from the departmental supervisor or manager.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

Place orders with appropriate vendors; review orders with sales people.

Receive and store orders; store supplies correctly and promptly.

Maintain adequate stock levels and keep an accurate inventory of supplies.

Maintain records relative to prices, inventory and total purchases.

Monitor, sign and check all invoice totals for accuracy.

Ensure storeroom and refrigerators are orderly and clean.

Arrange for equipment repairs.

Monitor new products and price increases; alert staff to price changes and substitute products.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Office methods and procedures for ordering food service supplies.

General office practices.

Sanitation practices applicable to food storage.

Product supplies by various vendors.

Principles and practices of financial record keeping.

Skill to:

Perform manual work in lifting and moving stock.

Communicate effectively, both orally and in writing.

Use a hand calculator.

Maintain detailed and accurate records.

Establish and maintain cooperative work relationships with those contacted in the course of work. (Over)

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

One year of experience in ordering and distributing food service supplies.

Training:

Equivalent to completion of the twelfth grade.