

Inventory Clerk Assistant

Job Announcement #: YLC-10-040

Job Opens: 3/1/10
Reports To: Inventory Clerk
Gaming License Required: Class II B.
Starting Salary: \$10.26

Job Closes: 3/9/10
Department: F&B
Positions: 01
FLSA: Non-Exempt

JOB SUMMARY: Responsible for accurate and timely inventory reconciliation with all Food & Beverage Departments. Daily inventory.

MINIMUM EDUCATION REQUIRED FOR POSITION: High school diploma or GED required. Food Handlers card is required.

PHYSICAL REQUIREMENTS: Able to lift 80 pounds, manual and finger dexterity for operation of personal computer and routine paperwork. Extreme temperature change. On feet up to 8 hours.

SPECIFIC SKILLS/KNOWLEDGE/EXPERIENCE REQUIRED FOR POSITION: Able to communicate well, keen attention to detail, and work well alone without a lot of supervision.

SPECIFIC DUTIES PERFORMED:

1. Check in items purchased for Food and Beverage inspect, verify, and if deemed satisfactory accept items.
2. Data inputting for each shipment.
3. Put away food in appropriate inventory areas.
4. Maintain inventory on first-in, first-out basis, label and date.
5. Able to maintain Daily Log Book for item added and deleted form Log-Book.
6. Manual inventory all items and documents the inventory.
7. Follow the Internal Controls for the food and beverage department.
8. Responsible to maintain correct sanitation levels and proper holding temperatures in each food storage area in accordance with the United States Department of Indian Health Service's food code.
9. Responsible for "easy to read" dating of perishable and proper daily rotation of perishables prioritizing daily, produce, seafood and fresh meats.
10. Other duties as assigned.

Revised 1/10