

100359

Posting Title: Hospitality Program Purchasing/Inventory Control Assistant

Position Status: FTR - Full-Time Regular

Branch/Division/Department: Business

General Position Responsibilities: --Coordinate the purchasing and inventory control for all parts of the Hospitality Program.

--Work closely with program faculty, program administrative assistant, and all program vendors to ensure inventory levels are sufficient for culinary labs and that there is timely delivery of required product and supplies to allow distribution to all culinary lab.

--Responsible for upkeep and sanitation of supplies, storeroom, and all culinary labs.

--Work with the Program Director on all budgetary requirements.

Specific Position Responsibilities:

Required Qualifications: --High school graduate or equivalent required.

--Minimum two years experience in a high volume food service operation, including purchasing and budget responsibilities required.

--Proven interpersonal and negotiation skills required.

--Ability to coordinate, organize and distribute all departmental purchasing.

--Thorough knowledge and working ability in use of electronic spreadsheet and word processing software required.

--Ability to lift up to 25 pounds and push and/or pull up to 300 pounds using a pallet jack and/or hand truck required.

--Excellent interpersonal skills and ability to communicate and work effectively with departmental production, service and administrative areas, as well as vendor/brokers, required.

--Energy and enthusiastic approach to the service profession required.

--Knowledge of industry product specifications and sanitation standards required.

Preferred Qualifications: --2 years of post high school education preferred.

--NRA ServSafe Certification preferred.

--ACF Certification preferred.

Salary/Benefits: \$11.91 per hour plus pay adjustment for relevant experience.

Participation in college Flexible Benefit program which includes options for single and family health and dental coverage, life insurance, tax sheltered annuities, and reimbursement accounts. Income protection insurance. JCCC tuition reimbursement for employee and dependents. Generous vacation, sick, and personal leave allowances.

Participation in social security (FICA) and state retirement programs (KPERs).

Eligibility for participation in an extensive range of JCCC staff development programs.

For more specific information on our benefit package visit our Website at

<http://www.jccc.edu/home/site.php/jobsbenefits/benefits>

Special Instructions to Applicants:

Please apply on-line at <https://jobs.jccc.edu>

REQUIRED: (Please attach to application)

--Resume

--Cover letter

--Two Letters of Reference (2)

--If certified - please submit a Copy of Certification

Position Start Date: 3/01/2010

Total Number of Hours Per Week: 40

Working Days: Monday - Friday, occasional Saturdays possible.

Work Hours: Flexible (varies), including early morning hours.

Review of Applications to Begin On: 02-08-2010

EOE