



Purchasing Manager

Park Ridge Country Club is a private, member-owned, family club established in 1906. Members enjoy a full range of amenities including golf, tennis, paddle tennis, swimming, and world class dining in a classic Georgian style clubhouse.

- *The 40,000sq ft., Georgian style, brick clubhouse was built in 1925*
- *There are approximately 200 employees in the summer season and 150 in the winter season*
- *The Club's current golf course was designed by William B. Langford in 1915 and in 2001 architect David Esler brought the course back to Langford's original design philosophy*
- *89% of the Membership lives within three miles of the Club "a true neighborhood gem"*

The Club operates year-round, with changes in hours of operation seasonally. Peak business periods are May-September, as well as the December holiday season. The Club closes for four weeks in the winter with limited operations.

Under the leadership of the Executive Chef, the Purchasing Manager is responsible for purchasing and receiving goods, issuing goods, making in-house deliveries, tracking inventory, and maintaining the cleanliness of all storerooms. The Purchasing Manager also ensures policies and procedures regarding purchasing, receiving, storing, issuing and inventory controls are followed.

- Keep abreast of new and alternative products in the market and consult with the Executive Chef on products to enhance cost effectiveness and quality standards
- Maintain the highest level of integrity and transparency in dealing with business partners and ensure that business is awarded fairly
- Ensure all local and corporate policies, rules, internal controls and procedures and safeguards
- Ensure proper authorization has been obtained for all purchasing contracts and conduct, manage and complete competitive bids in accordance with policy and ensure bids are on file where applicable prior to execution of contracts

- Maintain harmonious and professional relationships with all departments to promote effective purchasing

Key Objectives:

Purchasing, Receiving, and Storing Goods

- Perform purchasing duties to include produce, meat and seafood, dry goods, paper products/chemicals, non alcoholic beverages and other specialty products as necessary
- Receive orders to ensure accuracy, quality and proper food safety in accordance with HACCP
- Stocking and rotating all orders
- Communicate stock levels the Executive Chef and team to ensure utilization and avoid spoilage
- Assist in acquiring product from local stores and business that do not deliver
- Cross shopping of all purchased products to ensure competitive pricing
- Record and track kitchen purchases, keeping Chef apprised of pricing changes
- Evaluate and manage any group purchasing programs
- Ensure product quality meets or exceeds Club standards

Inventory Management

- Coordination of kitchen inventory to maximize cost controls and efficiency
- Develop product par levels to ensure adequate amount of stock on hand for business needs at all times
- Maintain a running inventory for china, silver, and banquet supplies; coordinate replacements as necessary

Additional/Other Responsibilities

- Assist in sanitation and food handling documentation in accordance with HACCP requirements
- Cleanliness and organization of all storage areas and back dock

Competencies and Qualifications:

- 3-5 years of related experience in the food and beverage, private club, restaurant, or lodging industry
- Valid Driver's License
- Experience in inventory management
- Highest level of integrity and transparency
- Strong interpersonal and relationship-building skills to work with cross-functional teams, negotiate with vendors, and influence stakeholders
- Strong problem-solving, decision-making, conflict-resolution and strategic-thinking skills
- Apply an ethical approach to influence the outcome of situations
- Serve as a role model for others by demonstrating appropriate business conduct and ethical principles
- Work in a safe, prudent and organized manner
- Knowledge of and the ability to operate computer equipment and Microsoft Office

- software
- Must be detail oriented and possess excellent communication skills

Compensation and Benefits:

The position offers a competitive compensation package with benefits, including:

- Health Insurance
- PTO/Vacation
- 401K
- Continuing Education Support

Interested and qualified applicants should submit their resume and cover letter in confidence to:

Michelle Cocita at Strategic Club Solutions
michelle@strategicclubsolutions.com