



Purchasing Agent

The Club

Founded in 1896 as Illinois third golf club, Exmoor is a private, full-service country club, located in Highland Park, Illinois, 28 miles north of Chicago. With a championship golf course designed by Donald J. Ross, Exmoor continues to fulfill its original mission as a family club devoted to the game of golf, while offering a growing range of sports and social opportunities. Sports at Exmoor include golf, curling, tennis, swimming, ice skating, platform tennis, cross country skiing and the fastest growing sport in America pickleball. Members of all ages enjoy a year-round schedule of exciting social activities.

The Clubs mission is to provide the finest golf, sporting, and social experiences for its community of member families and their guests all year long.

Position Description:

The Purchasing Agent is primarily responsible for ordering, receiving and quality control of incoming food and beverage inventory. Secondary responsibilities include, but are not limited to, ordering and procurement of items required by other departments. The purchaser is responsible for the total process of ensuring the Club is stocked with appropriate and required goods to provide the membership with the finest food and beverages, while paying attention to pricing, trends and inventory levels and storage.

Responsibilities:

- Determine and order appropriate food and beverage stock for Kitchen and Bar areas according to the Assistant General Manager and Executive Chef's requirements, special functions and events, and general supplemental food supplies.
- Must maintain effective inventory and purchasing records to control costs, provide required food and beverage stock, and aid in budgeting year to year.
- Maintain a monthly inventory of food and beverage operations.
- Receives, inspects and weighs all incoming goods to verify order accuracy.
- Ensures that proper and controlled storage of all food and beverage items is inventoried and rotated on a weekly basis.
- Coordinates deliveries with work schedule to ensure timely receipt of supplies ordered.
- Coordinates scheduling with deliveries to ensure no over time during the months of January, February, March, April, May, October, and November. Overtime during June, July, August, September, and December will be discussed on a week-by-week basis.
- Keeps all coolers, dry storage areas, and loading dock clean and free from debris, boxes, snow, ice, and any other items or conditions that might inhibit deliveries.
- Report any short or over orders received immediately to Chef and vendor; work with vendor until issue is resolved.
- Upon receiving, transfers all poultry and seafood into appropriate storage containers to ensure proper drainage of ice and water.
- Confirms all orders with the Executive Chef or Sous Chefs, and Assistant General Manager on a daily basis.



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- Notifies Assistant General Manager, Executive Chef or Sous Chefs before purchasing items from retail stores.
- Keeps all receipts from retail establishments and turns them over to the Executive Chef and/or Assistant General Manager at the end of each week.
- Maintains and organizes all invoices. At the end of each week all food and restaurant wares invoices will be turned over to the Executive Chef. All beverage invoices will be turned over to the Assistant General Manager.
- Maintains a running monthly total of all gratis items purchased, separated by food and beverage. At the end of each month these totals will be turned over to the Executive Chef and Assistant General Manager.
- Attend weekly Food & Beverage meetings to coordinate purchases for upcoming events. Be prepared to offer alternative options to utilize inventoried products.
- Prepares a weekly purchasing ledger for all Food and Beverage items
- Assists the AGM and Executive Chef in developing purchasing guides for major events.

Qualifications:

- High School Diploma or equivalent.
- A minimum of 3 years professional experience in a purchasing / receiving capacity.
- Exposure to or experience in purchasing quantity food, food service equipment, furnishings, supplies or services through competitive negotiating.
- Proficient in Microsoft Office 365, specifically Microsoft Excel.
- Availability to work weekends and holidays.
- Valid driver's license.

Note:

This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. Management reserves the right to change, rescind, add, or delete the functions of this position at any time.

All offers of employment are based upon satisfactory completion of background and drug screening results.