

Purchasing Department

I. Position

Director of Purchasing (7.1)

II. Related Titles

Purchasing Agent; Procurement Director; Purchaser

III. Job Summary

Responsible for the procurement of all products, furniture, fixtures, equipment, supplies and other purchases in the club's centralized procurement program. Assist in the development of purchase specifications; selects suppliers, establish bidding and ordering procedures and help develop effective source document flow through the club. Supervise purchasing agent(s).

IV. Job Tasks (Duties)

1. Maintains the purchase order system; issues purchase orders for needed products, materials and services, monitors purchase orders to assure that deliveries are correct
2. Coordinates the procurement and distribution of food items with production operations
3. Obtains the best value at the lowest price consistent with established quality standards and delivery schedules
4. Maintains files of vendors' stock lists, catalogs, price sheets and discounts
5. Forecasts market conditions, availability of materials, and economic conditions
6. Keeps informed about current laws, rules and regulations affecting procurement
7. Handles communications concerning overshipments, shortages, price changes and related matters
8. Determines the cost of deliveries and the best method(s) of transportation
9. Develops specifications for products, materials and services in cooperation with personnel responsible for production and service
10. Authorizes the rejection of materials which fail to meet specifications
11. Maintains a file of current specifications
12. Determines necessary stock levels to provide adequate food and supplies and to minimize investments
13. Inspects storage areas
14. Monitors records of inventory, materials on-order, and potential demands for food, beverages and supplies
15. Monitors maintenance and repair of storage facilities
16. Selects suppliers
17. Negotiates reasonable terms with suppliers
18. Acts as liaison between suppliers and club departments
19. Evaluates suppliers' products, services, dependability and costs
20. Creates goodwill for the club through effective trade relations
21. Solves problems with vendors; expedites deliveries as necessary
22. Works with suppliers to identify new products, materials and processes
23. Oversees the distribution of bids and receipt of quotations
24. Investigates suppliers' facilities
25. Develops job descriptions for purchasing and storeroom personnel
26. Plans professional development and training opportunities for staff
27. Manages purchasing agent(s) to assure that established purchasing procedures are consistently followed
28. Trains purchasing agent(s) to follow established purchasing procedures
29. Determines staffing needs for purchasing and storage functions
30. Monitors flow of materials through the club (from selection to production to service)
31. Participates in "make-or-buy" decisions with production and service staff
32. Develops a budget for operation within the scope of responsibility; takes corrective action(s) as necessary to help assure that budget goals are attained
33. Reviews financial statements to monitor expenditures in operational areas
34. Supervises the taking of inventories
35. Cooperates closely with various department heads relative to special function requirements, dealing with special menus, lines, etc.
36. Maintains payroll records for department

V. Reports to