

BRG JOB DESCRIPTION SUPPLY CHAIN MANAGER

BRG Job Description: Supply Chain Manager

POSITION TITLE: SUPPLY CHAIN MANAGER

REPORTS TO: DIRECTOR OF OPERATIONS

POSITION SUMMARY:

Coordinates the purchasing, storing, and distribution of all products needed to successfully operate both the Back of the House and the Front of the House for full service restaurants and catering facilities.

SECURITY:

This position requires access to much of the privileged and sensitive information at the Bohlsen Restaurant Group. This position requires discretion and the ability to keep what is seen and heard here only to those who need to know and only to share that information with the peers you need to share it with.

DRESS CODE:

Whenever at work, unless your duties that day require otherwise, you will be asked to dress as you would if you were managing one of our restaurants. This includes any time you are in the restaurants working during your “off days” if the times are during our hours of operation.

TASKS REQUIRED:

Responsible for the performance of the restaurants on several levels (standards set as a part of official BRG Policy by the Main Office):

Confer with District Managers monthly to forecast the level of business expected in the following month and create a plan to ensure that all supplies are available as needed.

Monitor monthly trends on a yearly basis to predict customer count and, by extension, optimum levels of food and beverage.

Discuss seasonal prices changes in food items with District Managers to take advantage of lower cost items that can be purchased and sold as “specials”.

Discuss seasonal “specials” with Marketing personnel to optimize sales.

Meet with District Managers, Corporate Chef, and vendors to plan out optimal purchasing of food products and negotiate bulk pricing.

Meet with Corporate Chef on a monthly basis to ensure product quality.

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Monitor vendor performance as to delivery schedule and times of delivery to the restaurants ensuring that no deliveries are made during 'hot' times.

Supervise inventories levels and ensure that monthly inventories are taken and are correct.

Ensure that all areas of the physical plant, both interior and exterior, have all necessary chairs, tables, umbrellas, place settings, etc. needed to operate a successful business.

Coordinates receiving and storing of all deliveries.

Is fully familiar with the BRG Operating Manuals.

Uses all aspects of the POS system to the fullest i.e., sales, inventory functions, etc.

PREREQUISITES:

Education: Bachelors Degree

Experience: Minimum of two years in a management position