



## Inventory Specialist

<b>JOB TITLE:</b>	Inventory Specialist
<b>SUPERVISOR:</b>	Restaurant General Manager, Assistant Manager
<b>JOB SCOPE:</b>	Enhance the Customer's and Team's experience by ensuring that we always have the necessary ingredients and paper supplies to meet the guest's expectations. Assist in attaining ICOS and Overall Food Cost that are in line with the budget through proper execution of the tools, systems and processes available. Lastly, we expect that you will share your knowledge with others and help to develop the next inventory specialist while you are still in position.
<b>JOB QUALIFICATIONS:</b>	<ul style="list-style-type: none"> <li>• Is certified / re-certified on all topics in One Source (See list below) within the last 6 months.</li> <li>• Is available to work shifts when deliveries and truck orders are due.</li> <li>• Able to communicate viewpoints and concerns to management team in a constructive manner.</li> <li>• Is willing to provide and receive helpful, constructive feedback to meet job standards.</li> <li>• Does the job of a Team Member to standard, even under limited supervision.</li> <li>• Meets the Taco Bell Code of Conduct standards. Acts in a friendly, courteous and helpful manner toward customers and co-workers at all times.</li> <li>• Passionate about Food Management, Cleanliness and Organization, with a sharp attention to detail.</li> <li>• Experience with Weekly Inventory Counts and has calibrated to ensure accurate counts.</li> <li>• Ability to calculate in different Units of Measure</li> <li>• Ability to use computer and navigate the food ordering system:.</li> <li>• Ability to recognize trends and make necessary changes to continue to improve performance and outcomes</li> <li>• Ensures standards are executed during the delivery of each truck (rotation, labeling, temperatures, invoice posting, etc.)</li> </ul>
<b>CORE RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Owns the Inventory Management Checklist, completes all 7 steps (Set-up, Order, Entry, Re-entry, Process, Verified &amp; Prepare).</li> <li>• Uses the period ordering guide with 8 truck orders.</li> <li>• Changes Build To's and adds new product as needed.</li> <li>• Assists RGM with the follow up on product levels in the store.</li> <li>• Completes all orders to McLane on time.</li> <li>• Manage Paper and Drink cost per the guidelines outlined in the budget.</li> <li>• Assists in cross training and re-certifications of other Team Members on Inventory Management.</li> <li>• Completes job responsibilities of a Team Member when not assigned training duties.</li> <li>• Analyzes weekly ICOS Report and acts accordingly based on outcomes</li> <li>• Rotates stock, follows FIFO and cuts box tops to maintain organization</li> <li>• Changes location of product based on efficiency- ability to re-sequence items</li> <li>• Labels shelving with names of product, paper, and drink (Optional)</li> <li>• Takes ownership for borrowing product if the need arises</li> <li>• Assists with Pepsi and Glove Inventory and works with vendors for appropriate levels (inputs invoices as required)</li> <li>• Works with Management on new "Brand Experiences" to ensure proper training, appropriate levels of inventory from start to finish</li> <li>• Responsible for QA of ingredients with follow up to ensure proper credit is given</li> <li>• Read MyTacoBell for important updates to ingredients and products</li> </ul>
<b>One Source Certification Required:</b>	<ul style="list-style-type: none"> <li>• All Food Champion courses and OTJ's.</li> <li>• Team Trainer course and OTJ'S.</li> <li>• Prep and Hold System Book.</li> <li>• Assistant Manager course and OTJ'S: eRest Inventory &amp; Managing Cost of Sales.</li> </ul>