



POSITION: F&B Purchasing Coordinator

LOCATION: Curran, San Francisco

We are looking for a Purchasing Coordinator to join our team for the new production HARRY POTTER AND THE CURSED CHILD inside of our historic 1,600 seat theater. This position is responsible for the management and support of daily food & beverage stock purchasing and receiving operations as well as the implementation and execution of related systems, including but not limited to order processing (food and non-food), the creation and distribution of daily purchase orders and inventory control. The ideal candidate will be self-driven and responsible, with an eye for detail & accuracy and can work well in isolation. Purchasing will report to the Food and Beverages Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Strategically manage inventory levels to maintain bars to avoid overstocking or running out of product
- Maintain regular communication with all managers to support daily needs of the venue
- Determine product needs & complete all daily purchasing needs: food, beverage, consumable orders
- Receive/sign-off on all food, beverage, consumable and other Front of House supply deliveries as needed
- Organize product storage spaces, ensuring accurate placement of each product
- Distribute products to each selling space prior to shows/events, recording distribution accurately
- Complete necessary paperwork/electronic requisitions and receive appropriate approvals for all orders
- Maintain regular stock control and product rotation in storage and selling areas
- Oversee daily re-stocking of products while managing support team
- Conduct weekly inventory counts and assess product needs
- Utilize the POS system and company computer network to pull appropriate reports
- Coordinate and fulfill product audits when necessary, calculating precisely
- Maintain clean storage/selling areas & good working equipment, flagging items needing repair & organization
- Report all product breakages, reporting discrepancies and patterns of loss to management
- Adhere to all health/safety procedures, ensuring we meet health code & minimize the risk of injury/accidents
- Additional duties and special projects as assigned

EDUCATION & EXPERIENCE:

- Retail store/warehouse/bar, bulk purchasing, concessions or grocery store experience required
- Exceptional organization and accounting skills
- Excellent personal communication skills. Demonstrated ability to support teams of people & meet deadlines
- Detail oriented, able to handle several tasks simultaneously
- Willing and able to work nights, weekends and holidays
- Ability to lift or carry up to 40 pounds
- Basic computer skills are essential with an emphasis on Microsoft Outlook & Excel and POS comprehension

This position is a full-time non-union salaried position and includes a full benefits package. Please send cover letter and resume to davitaleaks@theambassadors.com and place "PURCHASE COORDINATOR" and your name in the subject line.

Due to the volume of applicants, we are unable to personally contact each applicant. We will contact you if we are interested in scheduling an interview. Please no phone calls or in-person inquiries.

We value a diverse workforce and is an equal opportunity employer.