

Inventory Coordinator

The Inventory Coordinator is responsible for overseeing and managing the restaurant's inventory processes and systems to ensure optimal inventory organization, accuracy, and efficiency. The role involves strategic planning, coordination with various departments, and implementing best practices to achieve inventory management goals.

Key Responsibilities:

- Diligent attention to the cleanliness, organization, and appearance of the kitchen
- Proactively maintaining all restaurant facilities and equipment
- Managing inventory with effective and efficient ordering
- Proper usage of FIFO throughout both FOH and BOH
- Submitting QIC's for missing product from QCD truck orders
- Solidified and correct labeling of all products throughout the organization
- Develop and implement inventory management strategies that align with our organizational goals.
- Generate regular reports on inventory metrics, and analyze data to identify waste trends to communicate to the team.
- Ensure compliance with all relevant regulations and standards related to inventory.
- Constantly develop and oversee the performance of the inventory team.
- Proper execution of the month-end inventory count.
- Maximizing our suggestive ordering acceptance rate.
- Utilizing the below success factors to gauge status of business, processes and systems and make updates as needed

Success Factors:

- Safe Daily and eRQA at 100% completion, tracking and actioning opportunities discovered
- Quality Improvement Visit score of 98% or above
- Food Safety Score of 1. No high-risk findings or immediate actions
- Positive food cost gap of <.65%
- Pristine and meticulously organized inventory throughout the restaurant.
- Proper inventory and ordering processes are practiced and adjusted in Signal as necessary.
- Consistent and thorough completion of the month-end package.
- Diligent truck ordering to prevent running out of product.
- 100% credit return on all mistreated products.
- 90% suggestive ordering acceptance rate.

Key Traits:

- Be able to solve problems using critical thinking skills and appropriate resources
- Offer and receive peer-to-peer coaching and accountability to continually improve the business
- Exhibit superior knowledge of our purpose, vision, and core values.
- Embodies a Growth mindset and takes the initiative to grow our brand.
- Be able to solve problems using critical thinking skills and appropriate resources.
- Offer and receive peer-to-peer coaching and accountability to continually improve the business.
- Embodies the core values of the organization, which include servant spirit, hustle, optimism, and ownership.
- Lives out the Organization's Vision: To be East Pasco's most Caring Company.