

JOB DESCRIPTION
PURCHASING ASSISTANT
BUSINESS OPERATIONS DIVISION
UNIVERSITY OF VICTORIA STUDENTS' SOCIETY

FUNCTION:

1. Assists in the receiving of all delivered goods for the Food and Beverage Departments.

ORGANIZATIONAL RELATIONSHIPS:

1. Responsible to the Business Operations Division Manager through the Purchasing System.
2. Reports to the Purchasing Agent.

ORGANIZATIONAL BACKGROUND:

1. Founded in 1964, the University of Victoria Students' Society (UVSS) is an incorporated membership based non-profit that is autonomous from the University and provides advocacy, services and events to all undergraduate students at UVic.

DUTIES:

1. Assists in all shipping and receiving, ensuring that delivered goods are checked and verified against items listed on requisitions and are stored in the proper location. Must notify the purchasing agent of any discrepancies and/or questionable products.
2. Ensures that all stock is properly rotated in all food storage areas.
3. Assists in the transportation of food, beverage supplies within the Division as required.
4. Ensures adequate lock up and security of inventory/storage areas.
5. Assists in the sanitation/cleaning of food storage areas.
6. Other related duties as assigned by the Purchasing Agent.

QUALIFICATIONS:

1. Must be a member in good standing of the University of Victoria Students' Society.
2. Must have at least four (4) months experience in the Food Services industry and/or receiving.
3. Must be able to physically put stock away safely, which includes heavy lifting and bending.
4. Ability to work independently with little supervision.
5. Food Safe Level I certificate is required.

This is a student job and is a unionized position with the United Steelworkers. The University of Victoria Students' Society is an equal opportunity employer.