



Named after the graceful white birds that adorn the community, The Club at Ibis is an award-winning private country club community situated in West Palm Beach, Florida. Named a Distinguished Emerald Club of the World (*BoardRoom Magazine*), a Platinum Club of America (*Club Leaders Forum*), and most recently as America's Healthiest Club (*Prevo Health Solutions*), The Club at Ibis is an equity club that provides spectacular amenities for an unsurpassed lifestyle. A recently completed \$37M capital improvement project expanded the Clubhouse to include three dining venues and banquet accommodations for groups up to 500. The Sports Village, opened in 2014, includes innovative fitness facilities, a poolside Bistro, aquatics center, a 4,100-square-foot spa, and a yoga wall. 16 Tennis courts hold friendly tournaments and weekly group play. Golf is center stage at Ibis, offering 54 holes on three Nicklaus family-designed championship golf courses. Top golf instruction is headed by Martin Hall, ranked by *Golf Digest* as one of the game's Top 50 instructors and host of Golf Channel's popular show *School of Golf*. While the superb quality of our facilities initially draws many to Ibis, it is the extraordinary quality of life, what we call *The Ibis Experience™* that makes this multi-generational membership well satisfied. **For more information on The Club at Ibis, please visit [www.clubatibis.com](http://www.clubatibis.com).**

### **Position Summary**

The Club at Ibis is seeking an experienced **Director of Purchasing**, responsible for the procurement of all food, beverage, kitchen, cleaning chemicals, paper, and office supplies, and other necessary products and equipment.

### **Our Purpose**

We each have a job title, but that is our function not our Purpose. Our Purpose is much bigger. It is not bound by an organizational chart or department lines. Our Purpose acts as our communal north star, guiding us collectively towards a common goal, Whatever it Takes to Deliver The Ibis Experience.

### **Our Values**

Our story of success begins with our internal cultural of lateral service and acceptance. We have many voices, many faces, and many backgrounds, which are united by a shared vision. Our different perspectives and unique talents are balanced by our common Purpose, our Core Values (the Core4), and a bold commitment to service excellence.

**Integrity • Belonging • Innovation • Shared Vision**

### **Essential Duties and Responsibilities**

- Expedites purchases of all food, beverage, supplies, chemicals, and equipment for the Club.
- Researches and selects vendors. Directly places all orders with vendors.
- Maintains the purchase order system by issuing purchase orders for needed supplies, chemicals, and equipment. Monitors and codes purchase orders to ensure accuracy.
- Coordinates the procurement and distribution of all food and beverage items to various outlets and operations.
- Obtains the best value at the lowest price consistent with established quality standards and delivery schedules. Negotiates prices with vendors.
- Maintains files of vendors' stock list, catalogs, price sheets and discounts.
- Forecasts market conditions, availability of materials, and economic conditions.
- Keeps informed of and carries out current laws, rules and regulations affecting procurement.
- Handles communications concerning surplus, shortages, price changes and related matters.
- Determines the cost of deliveries and the best method of transportation.

### **Other Functions**

- Supervises the receiving and coding of inventory.
- Inputs product and menu pricing into ChefTec software with direction from the Executive Chef.
- Along with input from the Executive Chef, develops specifications for products.
- Authorizes the rejection of materials which fail to meet Ibis's specifications.
- Maintains inventory levels of food, beverage, and supplies as indicated by budget guidelines.
- Inspects and maintains cleanliness of all Food & Beverage storage areas. Complies with Safe Food Handling protocols.
- This position guide does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job related duties as requested.

### **Supervisory Responsibility**

Directly supervises 3 employees in the Purchasing & Receiving Department. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Competencies**

To perform the job successfully, and individual should demonstrate the following competencies.

- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/ or Experience**

One year certificate from college or technical school; or 3 years related experience and/or training; or equivalent combination of education and experience. Extensive knowledge of administration practices as applied to the operation of food preparation and kitchen maintenance. Prior supervisory experience is required while prior country club experience is preferred.

### **Language Skills**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Ability**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

To perform this job successfully, an individual should have advanced computer skills and the knowledge of inventory software; order processing systems; Jonas, ChefTec, and MS Office, with an emphasis in Excel.

**Certificates, Licenses, Registrations**

- ServSafe Certification, or ability to obtain upon hire
- Valid Florida Driver's License

**Other Qualifications**

- Professional demeanor and appearance
- Dependability
- Strong work ethic
- Accuracy

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this Job, the employee is occasionally exposed to wet and/or humid conditions; high, precarious places and extreme cold. The noise level in the work environment is usually moderate.

**To Apply**

- Visit [www.clubatibis.com](http://www.clubatibis.com) to apply online. All inquiries will be confidential.
- Please be sure to complete the required pre-hire assessment that immediately follows the online application.

DFWP/EOE