

# Job Description

Job Title: **Food & Beverage Buyer**

JOB DETAILS		
JOB TITLE	:	Food & Beverage Buyer
ADVERTISED JOB TITLE	:	
GRADE	:	
REPORTS TO	:	Food & Beverage Manager
UNIT	:	Conferencing and Accommodation
LOCATION	:	Pretoria
DATE	:	

JOB PURPOSE: (Provide a brief (2/3 lines) description of the main purpose of this job)
Responsible for the sourcing of suppliers and the purchasing and control of food and beverage commodities, products, and services for the CSIR International Convention Centre and other entities in the Conferencing & Accommodation Group in line with CSIR procurement policies and procedures.

ORGANOGRAM (Attach complete departmental structure to this document). Please provide below details:			
Total Number of Reports	Title of Direct Reports	Job Grade:	Nr of Incumbents
Direct: 1	- Storeperson	-	- 1
Indirect:	-	-	-
Total:			

PRINCIPAL ACCOUNTABILITIES: (Provide details of what the main accountabilities are and how these are affected)	Measures: (Provide details of how it will be evident that the required accountability has been achieved)
- Establish panels of suppliers and carry out Request for Quotations, Proposals, Tenders etc. for commodities, products and services from food, beverage and related suppliers and negotiate contracts with the support of the CSIR's Strategic Procurement Unit.	- PFMA regulations complied with - No audit findings
- Negotiate contracts with suppliers	- Competitive pricing - All products available on time, on brief on budget
- Market research, source suppliers and establish and maintain an updated supplier database	- Comprehensive supplier database available
- Ensure best practices are maintained with suppliers regarding pricing, service delivery, quality, BBBEE requirements and negotiate the best pricing. Ensure all food and beverage suppliers conform to the required food safety and hygiene standards and present valid certification thereof.	- Department BBBEE score - Monthly independent hygiene inspection results
- Procurement and stock control of commodities, products and services for kitchen and banqueting departments.	- All commodities received on brief, on budget, on time
- Processing of operational and financial documents and records on procurement, stock and POS systems	- Accurate daily, weekly and monthly reporting
- Data capturing and reporting.	- Accurate daily, weekly and monthly reporting
- Stock controls with month end stock counts and reports.	- Accurate daily, weekly and monthly reporting

- Maintain, manage, and improve the hygiene and quality standards of the food and beverage purchasing function and related facilities (receiving, storage and dispatch).	- Monthly independent hygiene inspection results
- Monitoring of price increases and control and reporting on food and beverage sales costs	- Food and beverage costs in line with targets
- Assist the chefs with menu costing	- SQ menus costed within same day as requested
<b>Work Related Dimensions</b>	
- Required to travel?	- No -
- Responsible for more than one competency area / functional area?	- Yes - ICC and Newton's
- Responsible for geographical area?	- No -
<b>Budgets</b> (tick appropriate box)	
o Has sole responsibility for managing a budget	No
o Has shared responsibility for managing a budget	Yes R10 million
o Responsible for monitoring adherence to a budget only	n/a
o No responsibility for a budget	No n/a
<b>Minimum Experience</b> (required in order to do the job, not actual experience of incumbent/s)	<b>Minimum Qualifications</b> (required in order to do the job, not actual qualification of incumbent/s)
- 5 years procurement experience in a hospitality establishment	- National Diploma in Hospitality Management or other related field.
- Experience with the PFMA and National Treasury Regulations will be an advantage.	-
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	<b>Minimum Certifications/Accreditations</b>
	- Diploma
<b>Operational requirements</b> (legally required in order to do the job for e.g. a Doctor requires a valid license to practice medicine)	
-	
<b>Knowledge, skills, and abilities</b> (add technical competencies, skills and abilities – these are not found in the CSIR competency dictionary)	
<ul style="list-style-type: none"> <li>- Procurement skills</li> <li>- Supplier management skills</li> <li>- Stock management skills</li> <li>- Interpersonal skills</li> <li>- Food safety &amp; hygiene skills</li> <li>- Attention to detail</li> <li>- Ability to work under pressure</li> <li>- Knowledge of suppliers in the hospitality industry</li> <li>- Proactive</li> <li>- People Management skills</li> <li>- Computer literate (including stock and POS systems)</li> <li>- Valid code 8 driver's license</li> <li>- Knowledge of food safety and hygiene systems and standards</li> </ul>	
<b>Desired Experience</b>	<b>Desired Qualifications / Certifications / Accreditations</b>
- 5 Years experience in a senior role in hospitality procurement	- Degree
- Experience in government procurement regulations	

Competencies required	Description
– Computer literacy	– The ability to use computers and related technologies efficiently, with a range of skills covering levels from elementary (accessing information via the internet, using email and basic understanding of Microsoft office) to job role focussed (purchasing and stock systems etc.)
– Ethical orientation	– The motivation and orientation to act in an ethical, transparent and morally defensible manner. It is the adherence to rules and procedure, and maintaining transparency in all dealings, while protecting privacy. In complex environments where rules are not clear Ethical Orientation is the capacity for sound ethical judgement, even in the face of pressures and constraints from others and the environment itself.
– Quality orientation	– Accomplishing tasks by considering all areas involved, no matter how small. It is about showing concern for all aspects of the job, accurately checking processes, tasks and the details, being watchful over a period of time hence maintaining a certain level of excellence.
– Stakeholder management	– Stakeholder management is a process planned and guided by underlying principles such as creating positive relationships with individuals or groups of people who have an invested interest in the organisation's projects, through the appropriate management of their expectations and agreed objectives.
– Business Acumen	– The in-depth understanding of how a business achieves its goals and objectives through assessment of team and/or organisational performance, and identifying areas that require alteration to ensure effectiveness, continued viability and competitive advantage. This includes a clear understanding of the industry trends, economic sectors and market dynamics that drive a particular organisation's strategic requirements and position with it environmental business community. The ability to recognise new business opportunities and capitalise in individuals and situations in ways designed to render the greatest return within acceptable parameters.
– Decisiveness and action orientation	– The ability to make firm and, if necessary, speedy decisions, sometimes with limited information, assesses risk associated with alternatives and accepts responsibility for the resulting action.
– Initiative	– Initiative is the willingness to take charge and responsibility in getting things done. Initiators address both current opportunities and/or problems (being reactive), to acting on future opportunities or problems (being proactive).
– Accountability	– Accountability is the skill to take ownership for all responsibilities and to honour commitments, whilst operating in compliance with organisational regulations and standards.
– Attention to detail	– The ability to highlight inconsistencies and inaccuracies in detailed information and stay focused on relevant stimuli even in the face of distractors.
– Commercial orientation and applied business numeracy	– The capacity to understand relevant financial and commercial knowledge and apply this knowledge in a practical manner.
– Customer Service orientation	– The willingness to anticipate, recognise and meet the needs of internal and external customers, however these may be defined by the business.
– Flexibility & adaptability	– The capacity to accept change and new ideas and adapt to the changing requirements that work environments may pose. Changes course when situations, data or customer input dictate that change is necessary.
– Innovation & creativity	– The capacity to search for and initiate novel and inventive ideas, methods and approaches.
– Investigative orientation	– The capacity to ask questions, plan ahead and make effective use of resources and experts to research relevant information.
– Planning & organising	– The ability to define tasks and milestones to achieve objectives, while ensuring optimal use of resources to meet those objectives.
– Practical & resource Management	– The capacity to break down a large task into subtasks or sub-goals so as to anticipate obstacles and evaluate alternatives. It includes, needs identification, recognising gaps between the current situation and a desired outcome, as well as the ability to define tasks needed to accomplish goals and assign and co-ordinate people, tasks and resources to ensure an efficient flow of work.
– Problem solving	– The ability to describe a problem effectively, gather and analyse information and create options in order to generate a workable solution. Problem solving is directly linked to the complexity level of the job.
– Resilience, Perseverance & Stress Management	– The capacity to manage one's own and other's disruptive emotions and impulses and remain functional, focused and level-headed in situations of stress or pressure.

- Results & solution focused	- It is about focusing on achieving results as per the goals set, and finding solutions to problems through taking an active approach rather than dwelling on the obstacles along the way.
- Rule-orientation	- The ability to achieve results following rules and procedures. It is an orientation towards knowing and understanding organisational systems, formal rules and structures, policies and procedures.
- Self-management	- The capacity to plan, manage, monitor and evaluate own workflow and output, anticipating obstacles, juggling priorities and following through on goals and commitments within agreed time frames. The competency includes the ability to work independently.
- Systems Proficiency & Task Implementation	- The ability to enhance processes and implement task by leveraging on systems in order to improve business efficiencies.

**SIGNED / APPROVED:**

<b>Employee</b>		<b>Name</b>		<b>Date</b>	
<b>Direct Supervisor</b>		<b>Name</b>		<b>Date</b>	
<b>HR Manager</b>		<b>Name</b>		<b>Date</b>	
<b>Unit/Function Head</b>		<b>Name</b>		<b>Date</b>	
<b>Exec Director / Centre Manager / Group Manager</b>		<b>Name</b>		<b>Date</b>	

<b>FOR USE BY R&amp;R OFFICE ONLY</b>	<b>JOB FAMILY</b>	:	
	<b>JOB GROUP</b>	:	