

The Butchart Gardens is looking for an individual to fill the following position:

**DEPARTMENT:** Accounts - Purchasing  
**POSITION:** Purchaser

The Purchaser will be responsible for the purchasing of all food, beverage, disposables and cleaning supplies primarily for the Food Services department, assisting the chefs in sourcing and delivering the best quality products at the best price with the best service through proper bid processes, site visits to suppliers and constant communication with our chefs.

**The successful candidate will be required to:**

- Be responsible primarily for the efficient purchasing of all food and beverage products, supplies and services for the Food Services department.
- Maintain inventory levels of food, beverage, disposables and cleaning supplies.
- Communicate with managers and chefs to ensure product needs are met.
- Accountable for determining par stocks with chefs and managers and ensuring par stocks are maintained through proper ordering.
- Assist in the receiving of all products, ensuring that charges, quality and quantities are appropriate.
- Ensure that food safety standards are met at all times in regards to receiving and storage of products.
- Assist with daily completion of Food Service stock list deliveries to all food outlets.
- Assist with delivery of products to all internal departments.
- Ensure invoices, transfer sheets and other paperwork are completed accurately and forwarded to Food Services Admin and Accounts in a timely manner to ensure proper accounting for purchases.
- Liaise with sales representatives from all suppliers to ensure the Gardens' requirements are met. Follow up and resolve any discrepancies in service or product.
- Responsible to develop and initiate the annual bid process with major suppliers and evaluate their bids.
- Participate in monthly inventory counts. Conduct inventory counts as requested by management.
- Assist in the purchasing of other services, goods, supplies, equipment etc. for all departments within the Gardens.
- Research and evaluate products online for price and suitability for goods that are not available locally.
- Attend supplier tradeshow as required.
- Assist with on the job training and lead hand guidance for seasonal receivers.
- Fill in for the other purchaser, the town trip and receiver positions when required and perform other tasks requested by the Manager or Director.

**The successful candidate will possess the following qualifications:**

- Minimum Grade 12 diploma
- Excellent computer skills with working knowledge of Outlook, Word, Excel or other similar programs
- Excellent communication and negotiation skills
- Attention to detail
- Ability to work well under pressure
- Very strong organizational skills
- Positive and outgoing personality

**Additional experience/qualifications that would be an asset:**

- Experience in purchasing for similar operations
- Experience with Food Trak or similar inventory database
- PMAC Certification
- Forklift and Electric Pallet Jack Operator Certification
- Food Safe Certification
- WHMIS training

This is a full-time year-round position, offering 40 hours per week. The position works primarily Monday to Friday however there are seasonal requirements for weekend work and statutory holidays. Remuneration will be commensurate with the level of responsibility and the qualifications of the candidate.

We will be accepting applications until **5:00 PM January 28, 2019**

Interested individuals should apply through our website or to: Human Resources,  
The Butchart Gardens 800 Benvenuto Ave. Brentwood Bay, BC V8M 1J8 Fax: (250) 544-4455  
Email: [hr@butchartgardens.com](mailto:hr@butchartgardens.com)

The Butchart Gardens appreciates all applications, however, only those short-listed will be contacted.