

# Hotel Storekeeper Job Description

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- Collect procured merchandise, mark appropriately for placement in facility, and deliver them to the appropriate department
- Responsible for piling received merchandise on pallets or carts
- In charge of storing food, beverage, and operational stock
- Perform daily check on the storage facilities for upkeep and hygiene
- Responsible for completing requisition forms for inventory and supplies
- Report low stock levels to manager/supervisor promptly
- Perform inspection on deliveries to confirm quality, cleanliness, and freshness, and consistency throughout case lots
- Follow food safety and handling policies and procedures across all food-related areas
- Responsible for the sanitation of all refrigerators and freezers, floors, food equipment, and drains in storage areas
- Properly place trash, empty cardboard, and pallets in storage areas
- Notify the manager of accidents, injuries, and unsafe work conditions
- Follow all company policies and procedures in the discharge of duties
- Responsible for upholding the confidentiality of proprietary information as well as protect the Hotel's assets
- Adhere to quality assurance expectations and standards.