Restaurant Purchasing Agent

Captain’s Oven Pizza (Surrey location)

Job ID
11009

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LOCATION	DATE POSTED	EXPIRY DATE
9639 – 137 A Street, Surrey, BC| British Columbia	08-10-2026	06-04-2027

TYPE OF JOB	SALARY	MIN. EXPERIENCE	MIN. EDUCATION
Full Time	CAD 39.00 per hour	2 years to less than 3 years	College/CEGEP

Job Details

Captain’s Oven Pizza (Surrey location) is seeking a detail-oriented Restaurant Purchasing Agent to manage procurement, supplier relationships, and inventory for our growing Italian restaurant group. The successful candidate will ensure a consistent supply of high-quality ingredients and materials while maintaining cost efficiency and product margins. An appreciation for Italian cuisine and experience with restaurant purchasing and supply requirements is preferred.

Core Duties and Responsibilities:

• Monitor availability and pricing of imported Italian products and identify alternative suppliers to ensure continuity of supply.
• Collaborate with culinary leadership to maintain ingredient specifications and consistency across all Captain's Oven Pizza and Italian Kitchen locations.
• Support new menu development by sourcing authentic Italian ingredients and evaluating product quality, pricing, and availability.
• Analyze multi-unit sales trends and utilize inventory management systems to forecast volume requirements for food ingredients, packaging, and operational supplies.
• Source and maintain supplier relationships for specialty Italian and Neapolitan pizza ingredients that meet Captain's Oven Pizza's quality standards.
• Solicit vendor proposals and negotiate unit pricing, volume discounts, payment terms, and supply contracts to optimize purchasing budgets.
• Ensure all sourced food products, packaging, and supplies strictly comply with Canadian Food Inspection Agency (CFIA) standards, regional health codes, and corporate brand guidelines.
• Draft supplier agreements for executive review, coordinate regional delivery logistics across locations, and address supply disruptions, stock shortages, or quality discrepancies.
• Monitor market trends and commodity pricing and make bulk purchasing decisions where appropriate to manage price fluctuations, while maintaining alternate suppliers to minimize supply disruptions.
• Review inventory turnover, purchasing patterns and projected demand across restaurant locations to determine procurement quantities, establish appropriate stock levels and reduce spoilage, shortages and carrying costs.
• Prepare comprehensive procurement reports, margin analyses, and strategic recommendations for executive management.

Job Description

Requirements:

• Minimum of 2 years of professional Experience purchasing specialty Italian ingredients such as 00 flour, San Marzano tomatoes, Fiori di Latte mozzarella, Parmigiano Reggiano, prosciutto, Italian cured meats, olive oils, and artisan cheeses is strongly preferred.
• Post-secondary education in supply chain management, business administration, hospitality management, or a related field is required.
• Knowledge of Neapolitan-style pizza production, including ingredient specifications, quality standards, Inventory and supply requirements, is considered a significant asset.
• Familiarity with sourcing products for a high-volume Italian restaurant and pizza operation, including fresh produce, imported Italian products, dairy, meats, seafood, and packaging supplies.
• Understanding of food cost management, menu engineering, and product specifications related to traditional Italian cuisine.
• Experience working with distributors and specialty food importers serving the Canadian restaurant industry.
• Thorough understanding of Canadian food safety standards (CFIA), regulatory compliance, and inventory control protocols.
• Professional knowledge in Microsoft office, Excel, Database management, SAP (FI/CO / HR / MM / OT SD) and Inventory control software.

Work conditions and physical capabilities:

• Ability to work independently
• Work under pressure
• Attention to detail

Personal suitability:

• Client focus
• Efficient interpersonal skills
• Excellent oral communication
• Excellent written communication
• Organized
• Time management
• Ability to multitask
• Analytical

Remuneration & Details:

• Wage: $39.00 per hour
• Hours: 35 hours per week
• Position Type: Full-time, Permanent
• Work Location: 9639 – 137 A Street, Surrey, BC, V3V 0C6, Canada

How to Apply:

• Please send us your resume and cover letter to: captainsovenpizza@gmail.com

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

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