

# Inventory Specialist

## Second Harvest Food Bank CCL Position Description



<b>DEPARTMENT:</b>	Warehouse
<b>REPORTS TO:</b>	Procurement Manager
<b>WORK HOURS:</b>	40
<b>LOCATION:</b>	Springfield, Ohio
<b>FLSA STATUS:</b>	Non-Exempt/Hourly
<b>SUPERVISORY:</b>	No
<b>REVISION DATE:</b>	February 2024

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### Position Summary:

The Inventory Specialist is responsible for maintaining the accurate physical inventory of Second Harvest Food Bank CCL. This position ensures regular cycle counts are conducted and data reconciled in Primarius (inventory management system). Responsibilities include issue resolution and data management, working closely with other warehouse and programs team members who use the Primarius system. This position will plan and oversee the monthly physical inventory process.

### Essential Job Functions:

- Ensures consistent, accurate receipting and reporting of all data going in and out of Primarius.
- Ensures that all team members are aware of and comply with policies, procedures and regulations including governmental, USDA, Feeding America, AIB, OAF food safety standards and OSHA sanitation and safety regulations.
- Responsible for receiving and distributing food according to standard operating procedures.
- Responsible for accurate and timely completion of all paperwork, including inventory and receiving logs, pallet tags and waste.
- Provides product acceptance oversight in verifying all shipments, checking temperatures, and inspecting per USDA requirements, and inspecting for damage and infestation.
- Conduct weekly physical inventory (cycle) counts by utilizing team members to plan, prepare, and assign roles and zones.
- Investigates inventory discrepancies, reviews all issues, finds errors, and corrects.
- Oversees the Primarius inventory system.
- Enters inventory receipts in Primarius.
- Generates pick lists by using Primarius to pull orders, releases pick list to warehouse team.
- Ensures 2-3 team members are trained in the use of Primarius and can serve as backup.
- Maintains inventory accuracy by using best practices in inventory management efficiency.
- Sends receipts to appropriate team members in a timely manner.
- Communicates short life cycle products to programs team and other appropriate team members for swift distribution, adjusting shared maintenance fees as necessary.
- Monitors aged inventory to ensure all products are distributed before 180 days of receipt.
- Reviews inventory alerts and manufacturer recalls and take appropriate action.
- Check agency shopping list regularly to ensure products in inventory are on the shopping list.

- Works with Program Manager to maintain a 98% or higher accurate inventory, manage aged inventory and ensure adequate inventory turns to reduce waste and/or spoilage.
- Maintains communications with Feeding America, Ohio Department of Job and Family Services (ODJFS) and Ohio Associate of Food Banks (OAF) for reporting on product receiving irregularities.
- Adheres to Food Defense Safety Standards regarding storage of product with a focus on organization and product availability.
- Takes direct interest in the proper storage and treatment of all food products.
- Answers phones when appropriate and conduct problem resolution.

**Reporting:**

- Pulls monthly inventory reports from Primarius and provide to appropriate team members.
- Monthly tracking of inventory accuracy, waste and other key performance indicators.
- Creates systems to track and comply with all reporting requirements from donors.
- Completion of National Activities Report (NAR) for Feeding America.
- Provides summary reports to other SHFB team members as needed.

**Support of Agency Mission and Operations:**

- Complete Certification in Food Resources training.
- Adhere to all Second Harvest Food Bank CLL policies and procedures.
- Complies with and meets departmental goals and objectives.
- Cross trained in other warehouse positions and food bank software.
- Uses available language services, to assist non-English speaking neighbors when needed.
- Assists with on-site distributions as needed.
- Assists as needed in warehouse team operational coverage.
- Attends meetings, presentations, and trainings as required.
- Learns, teaches, trains, and adheres to all Feeding America and AIB required standards.
- Receives and maintains ServSafe certification.
- Assists in warehouse organization and cleanliness.
- Supervise volunteers during assignments and show/share responsibility for the overall volunteer experience.
- Assists in rapid recognition and resolution of general and food safety issues.
- Participates in AIB certification.
- Attends network conferences and trainings as offered.
- Conducts facility tours, as assigned.
- Other duties as assigned.

**Supervisory Responsibilities:** None

**Education and Certifications:**

- College Degree and/or High School Diploma
- 3-5 years of experience in product procurement, inventory control, shipping and receiving preferred

**Skills, Qualifications and Experience:**

- Ability to work with inventory management systems and Excel to keep records up to date within the system.
- Ability to troubleshoot problems with inventory management systems and provide solutions.

- Knowledge in budget management, finance statements, performance measurements, Inventory tracking and control procedures
- Experience in inside or outside sales, familiarity with the food industry, including purchasing, retail sales, and marketing.
- Strong understanding of warehouse operations, supply chain processes, use of pallet jacks and forklifts.
- Ability to manage multiple short-term and long-term projects simultaneously and effectively meet deadlines and outcomes
- Ability to build relationships with distribution partners and professional organizations as critical to effective work.
- Ability to address conflict in a respectful manner.
- Ability to adequately respond to requests and demands in a timely manner and consistently follow through on projects and issues.
- Demonstrated skills in effective communication and listening.
- Demonstrated ability to record and provide written reports.
- Proficiency in Microsoft Office Suite, Excel, Word, and PowerPoint.
- Flexible, adaptable and responsive to change and modifying plans/strategies as needed to best meet the needs of those involved.
- Personal appearance that always reflects self-respect and professionalism.
- Valid state issued driver's license and proof of vehicle insurance.
- Some travel required.

**Commitment to Service:**

- Ability to work well with other team members in a collaborative effort to improve services, extend courtesy, friendliness, and overall respect to meet the needs of the organization.
- Personal integrity and awareness of ethical principles and a willingness to accept assignments involving flexible work hours.
- Will be available for times and events when evenings and weekends will be required to fulfill duties.
- Sensitivity to needs of neighbors and families served.

**Work Environment:** Typical office and warehouse environment, with regular exposure to excessive noise, adverse environmental issues, and cooler/freezer temperatures.

**Physical Demands:** Position requires physical exertion to sit, stand, walk, stoop, verbal, and written communication by phone or in person. Maximum unassisted lift 50 lbs., normal lift <40 lbs.

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*This job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Duties, responsibilities and activities may change or new ones may be assigned at any time without notice.*

**Statement of Understanding:**

I have read the above position description and the expectations of the position explained to me. By signing below, I indicate my understanding of what is required of me in this position. I agree to comply by all requirements of Second Harvest Food Bank CCL and Feeding America.

***Employee signature below constitutes employee's understanding of the requirements, essential duties, and responsibilities of the position.***

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Employee Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date