

Gleaners Community Food Bank Job Description

Job Title: Inventory Control Specialist
Reports To: Controller
Department: Finance
FLSA Status: Non-Exempt
Last Update: February 2020

Gleaners Community Food Bank is committed to ending food insecurity in SE Michigan. Last year, the food bank distributed over 45 million pounds of food through five regional warehouses serving 500 partner agencies in SE Michigan. This position performs various tasks that will assist the Accounting and Operations departments in maintaining accurate inventory counts, including monitoring inbound and outbound inventory flows, ensuring accurate inventory counts and reporting/resolving issues, as well as helping to enable more robust and efficient processes that will result in better inventory management and control.

Essential Duties and Responsibilities

1. Conduct inventory cycle count and physical inventory on a regular schedule.
2. Lead year end physical inventory count at all Gleaners locations.
3. Investigate and resolve any inventory variances including but not limited to product inconsistencies with location, replenishments, order picking, item adjustments, receiving and distribution errors.
4. Document and report damaged, lost, or stolen items.
5. Track the transportation and distribution of inventory through specialized food banking inventory software system.
6. Ensure proper and systematic handling of all inventories in the warehouse.
7. Prepare monthly accuracy reports on order picking, etc.
8. Continuous improvement of processes and procedures to reduce costs and increase efficiency, accuracy, quality and customer satisfaction.
9. Work collaboratively and communicate clearly with internal functions and program teams.
10. Provide good customer service and maintain a professional manner and appearance to enhance the organizations image.
11. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
12. Other duties as assigned.

Scope of Position

Budgetary Responsibility: Medium
Personnel Responsibility: None
Access to Confidential Info: Medium
Supervisory responsibility: None
Customer contact: Donors: Low
Volunteers: Low
Partner Agencies: Low
Outside Vendors: Low

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

- Bachelor's degree in accounting or related field preferred.
- A minimum of two years of related work experience required.
- Must very detail oriented, good with numbers and have extensive experience with Excel.

Language Ability

Excellent verbal and written communication skills, as well as strong interpersonal skills.

Reasoning Ability

Demonstrated problem-solving and decision-making ability to correct unforeseen issues on the spot during events. Ability to multi-task, prioritize and perform under pressure.

Computer Skills

To perform this job successfully, an individual should have a thorough working knowledge of the Microsoft Office suite of products. Experience with crystal reports desirable.

Equipment

The position requires operation of standard office equipment.

Work Environment

The standard work environment is an office housed within the warehouse. Although the office setting will be climate controlled, the warehouse is not.

Physical Demands

The employee must occasionally lift and/or move up to 35 pounds. While performing the duties of this job, the employee is frequently required to speak, hear, and use hands. Moderate amounts of walking, sitting, or standing are occasionally required.