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 missing 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 be 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.