



POSITION:	Inventory Control Coordinator
REPORTS TO:	Chief Operating Officer
STATUS:	Non-Exempt

All Faiths Food Bank (AFFB), the only Food Bank in Sarasota and DeSoto Counties, is a dynamic group of professionals who find innovative ways to end hunger in our community. With progressive growth over the last 5 years we have grown to be a convener for health care, human services and social service organizations to help build a healthy future for our next-door neighbors, who, sadly, experience hunger.

GENERAL FUNCTION

The Inventory Control Coordinator is the primary staff person responsible for quality inventory management for AFFB. This position is responsible for the inputting of incoming product into AFFB's computerized inventory system, manages inventory data and files assuring accurate information on product donations and donors, enters and tracks inventory, and works with the Finance Department in reconciling all inventory records. This position works closely with the entire Food Distribution Center team in ensuring quality inventory management.

MAJOR DUTIES AND RESPONSIBILITIES

Inventory Management

- Perform the necessary steps to identify and receive products into the dedicated inventory control system generating receipts and pallet labels.
- Maintain the Agency's shopping list integrity.
- Coordinate with FDC staff regarding agency inventory issues, such as donor restrictions and special considerations for specific shipments.
- Perform random cycle counts.
- Responsible for product reconciliation and analysis of variances.
- Provide technical assistance to agency distribution issues.
- Ensure quality assurance of all outgoing orders and incoming product daily.
- Facilitate transfer of products from storage locations to pick locations.
- Perform daily data entry of donations and process orders for AFFB's retail food donation program.
- Perform direct data entry from purchase invoices.
- Serve as backup to order processing for mobiles
- Perform daily Quality Assurance inspections on orders.
- Perform order processing for agencies.

Report Generation

- Prepare correspondence, tracking, reports, forms and schedules in direct correlation to the inventory functions. Approved by direct supervisor for accuracy, completeness and correct language usage.

- Provide statistical data for grants and grant reports, as needed.

Customer Service

- Develop and maintain quality relationships with all food vendors as well as partner agencies and programs.
- Provide technical assistance, as needed.

Use of Equipment

- Be trained and capable in using warehouse equipment that includes dolly, pump jack, power jack, forklift, and other material handling equipment, to name a few.

Other Duties as Assigned by the COO.

Skills & Proficiencies

- Proficient in Primarius, the current inventory management system used at the Food Bank
- Proficient in Microsoft Office Suite, particularly Excel
- Proficient with bar scanners.
- Strong written and verbal communication
- Ability to respectfully respond to all types of clients of the food bank
- Ability to multi-task and prioritize projects
- Proactive and team-oriented
- Ability to lift and carry objects weighing up to 50lbs.

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging and fostering a diverse workforce and providing a work environment that promotes equity and inclusion.

We commit to providing policies, systems and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected and supported.