

**FOOD BANK OF NOTHERN NEVADA
JOB DESCRIPTION**

POSITION TITLE: Warehouse Inventory Specialist

STATUS: Full-time reporting to the Operations Manager

RESPONSIBILITIES AND DUTIES: Responsible for the day-to-day activities necessary to maintain an accurate inventory of all products in the warehouse. Duties include daily cycle counts, daily receiving of all donated, purchased and USDA product, regular inventory reports, agency shopping list, item/donor cards, donation receipts, QPR reports, inventory pallet tags, unloading/loading trucks, product put-away, order picking and credit memos. It's necessary that this position also maintains the constant flow of outbound product daily to diminish food loss.

A. Practices and Procedures

The Inventory Specialist will be accountable for all inbound and outbound freight assuring all products is received correctly and made available to the agencies in a timely manner. This position will coordinate and balance the available inventory issued between programs and agencies daily. This position will work closely with food procurement to assure that all purchased food levels remain constant and all invoices and BOL are on file. This job requires working cooperatively with the volunteer program to insure that all salvage, produce, bread and USDA food is prioritize and repacked to meet the needs of Food Bank's programs and agencies daily.

B. Inventory Control

1. Accountable for verification of quantity and quality of products at receipt and at distribution.
2. Responsible for quality control (cleanliness) and rotation (FIFO) for dry, cooler, and frozen products.
3. Insure all purchased product is received correctly and corresponding paperwork is on file.
4. Maintain accurate physical inventory counts daily including all donated, USDA, and grant purchased product.
5. Provide timely receipting to all donors and FA including end of month reports, quarterly poundage reports and Choice System receipting.

D. Volunteers

1. Work closely with volunteer group leader insuring all tasks are prioritized correctly while maintaining a constant flow of product through the warehouse.

E. 1. Perform all duties as required by the Operations manager.

Performs other duties as assigned.
Must have ability to lift 50 lbs. safely and comfortably.

The Food Bank of Northern Nevada is seeking a Warehouse Inventory Specialist. The following demonstrated skills are critical: Inventory management, forklift, computer, organization; people and training. The successful candidate will be conscientious, detail oriented, able to work with others. The applicant must have a valid driver's license and good driving record. This is a working position in a semi-climate controlled environment, must be able to work in temperature extremes. Lifting 50+ pounds frequently is required. The food bank provides an excellent team oriented working environment with a solid purpose of feeding the hungry. The food bank is a drug free workplace and an equal opportunity employer.

