

Inventory Control Specialist

Classification: Full-time, Exempt
Department: Operations
Reports to: Operations Manager
Compensation: Commensurate with experience

Tri-State Food Bank offers a superior benefits package which includes health/dental/vision insurance, life insurance, \$2,000 per year IRA contribution, 17 paid holidays, and generous PTO. Tri-State Food Bank pays 90% of employee's individual health insurance premium. There is a 90 day waiting period for medical, dental, vision, life insurance and holiday pay; and a 180 day waiting period for IRA contribution and PTO.

SUMMARY:

The Inventory Control Specialist is responsible for maintaining accurate physical inventory of all food and household products received by Tri-State Food Bank to assist those in need. The Inventory Control Specialist works closely with the Food Sourcing Manager and Operations Manager to ensure an accurate and smooth process for the movement of food through the warehouse. This position also serves as a backup to the Food Sourcing Manager.

DUTIES AND RESPONSIBILITIES

- Manage and maintain proper organization of inventory to ensure efficiency in daily operations.
- Ensure proper product receipting to Feeding America's national office, other food banks, and local donors for products received, as applicable.
- Enter all receipts in Ceres and print pallet tags.
- Unload trucks, verify BOLs, and put away product in proper warehouse area.
- Receive USDA commodities in WBSCM, and submit BOLs to appropriate state agencies within 48 hours.
- Perform daily data entry of local retail food donations and food drives.
- Perform periodic "spot" inventory counts and manage end-of-month physical inventory count and product reconciliation, as appropriate.
- Reconcile Monthly Product Inventory in inventory system with physical inventory.
- Be responsible for monthly USDA inventory reporting including FNS-153 and commodity workbooks.
- Work closely with the Food Sourcing Manager in preparing menus for IL, IN, and KY CSCP meal box programs.
- Ensure monthly CSFP case quantities are picked from the warehouse inventory and set up in the volunteer center for each state, prior to food box assembly.
- Ensure proper rack description tags are placed on each bin in the warehouse and cold storage with proper item description and product code number.
- Work closely with the warehouse team and communicate with them to ensure a complete understanding of compliance with our SOP's.
- Complete inventory transfers and disposals.
- Send receipts to donors for food donations.
- Complete Feeding America Monthly and Quarterly Poundage Reports in a timely manner and submit to the Operations Manager, COO, CEO, and Feeding America.
- Follow up on donations received from food drives to ensure timely receipting and/or thank you.
- Complete end of fiscal year inventory count and reconciliation.
- Serve as a backup to the Food Sourcing Manager when needed.

- Monitor Agency Shopping List and coordinate with Food Sourcing Manager to maintain sufficient inventory.
- Perform other duties, as assigned.

Other Responsibilities/Duties

- Work closely with the Agency Services Coordinator, Programs Manager, and Operations Manager to maintain accuracy in the inventory system and help resolve issues and discrepancies.
- Cooperate with TSFB's auditing firm and state agencies to provide any information requested pertaining to inventory.

SKILLS AND OTHER REQUIREMENTS

- Bachelor degree preferred.
- Experience in inventory management preferred.
- Experience with inventory software highly preferred.
- Data entry experience required. Experience with Microsoft Office, including Word and Excel.
- Highly organized with the ability to handle multiple priorities and work independently under minimal supervision.
- Excellent mathematical, written, and verbal communication skills.
- A team player.
- Must be able to lift 40 to 50 pounds.
- Experience with forklifts, pallet jacks, and other types of warehouse equipment preferred.
- Must obtain forklift certification within 60 days of hire; training and certification will be provided.
- Become ServSafe certified; commit to adhering to safe food handling and storage guidelines and practices; training and certification provided.
- Ability to function in extreme temperature environments with freezer and refrigeration units.
- Must have a valid driver's license and be insurable by Tri-State Food Bank.
- Must be willing to undergo drug screening.

To apply: Send resume or completed TSFB employment application (available for download at www.tristatefoodbank/about-us/job-opportunities) to Tri-State Food Bank, Attn: Trish Cook, 2504 Lynch Road, Evansville, IN 47711.