

# Inventory Manager

Classification: Full-time, Exempt

Department: Operations

Reports To: Operations Manager

Compensation: \$37,000 annual salary. Benefits include health/dental/vision insurance, life insurance, \$2,000 per year IRA contribution, 13 paid holidays, and PTO.

## SUMMARY:

The Inventory Manager 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 Manager works closely with the Food Source Manager and Warehouse Supervisor 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.
- Verify all receipts entered in database by the Warehouse Supervisor for completeness and accuracy.
- Receive USDA commodities in WebSCM 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 and the Senior Grocery Program.
- 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 Director, Executive Director, and Feeding America.
- Follow up on donations received from food drives to ensure timely receipting and/or thank you.
- Work with Operations Department to ensure all counties are in compliance with Feeding America's meals per person in need (MPIN) requirements.
- Ensure an annual total warehouse inventory (end of fiscal year) and automated system reconciliation.
- Serve as a backup to the Food Source manager when needed.

#### Other Responsibilities/Duties

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

#### SKILLS AND OTHER REQUIREMENTS

- A minimum of a high school diploma or GED, college Bachelor degree preferred.
- Experience in inventory management preferred.
- Experience with Navision / Ceres inventory software highly preferred.
- 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.
- Ability to safely operate all types of warehouse equipment, including, but not limited to, pallet jacks, forklifts, pickers and dock levelers.
- Become Serv-Safe certified; commit to adhering to safe food handling and storage guidelines and practices.
- Ability to function in extreme temperature environments with freezer and refrigeration units.
- Willing to participate in TSFB community events (indoors and outdoors).
- Must have a valid driver's license, carry insurance on personal vehicles, and be insurable by Tri-State Food Bank.

To apply: Send resume or completed TSFB employment application (available for download at [www.tristatefoodbank.org](http://www.tristatefoodbank.org)) to Tri-State Food Bank, Attn: Human Resources, 2504 Lynch Road, Evansville, IN 47711.