



Job Title: Inventory Control Manager
Reports To: Warehouse Manager
FLSA Status: Salaried/Exempt

Summary of Position

The Receiving and Inventory Manager is responsible for all aspects of HPFB's receiving, inventory and order process including: inventory cycle counts; receipting and invoicing; processing orders; maintaining the warehouse in a clean, organized manner suitable for the storage and handling of food items; supervising and training all staff and volunteers assigned to their area; maintaining all pertinent records and providing required reports regarding inventory handling and control; providing a meaningful, productive experience for staff and volunteers.

Summary of Duties/Responsibilities

- Responsible for overall operation and sanitation of the assigned warehouse area in accordance with High Plains Food Bank, Feeding America and AIB (Food Safety) guidelines.
- Provide direction, training, and supervision of order pickers (dry and perishable) and warehouse associates.
- Coordinates with the Food Sourcing Director inbound trucking of goods. (TEFAP, CSFP, Purchase Product, etc.)
- Develops and implements an ongoing cycle count plan to continuously manage inventory accuracy & control.
- Responsible for scheduling and accomplishing cycle counts on all products as defined by the cycle count plan and reporting any findings to the Warehouse Manager promptly. Also responsible for research, documentation and reconciliation of any discrepancies with orders or cycle counts. Manage and lead full inventory counts twice a year.
- Ensures that Order Pickers maintain accuracy, proper pallet loading, and securing of product with stretch-wrap.
- Keeps records of changes in product inventory including frequent checks for opened/broken cases, damaged product, miscoded product as well as product disposal logs.
- Picks product for agency orders as needed and assists with loading of agency vehicles.
- Direct the proper handling and storage of all product including: order picking, receiving, transferring, and transforming of product.
- Effectively manage simultaneous projects as needed.
- Off-load incoming trucks, count and verify product, complete related paperwork using computer software, tag and put away product into rack locations. Load outbound truck and complete related paperwork.
- Provide exceptional customer service to our donors and partner agencies.
- Responsible for efficient movement of product (inventory turns) and proper storage and distribution of dated products.
- Responsible for adapting and leading staff through ever changing priorities and challenges.
- Assist in maintaining effective use of warehouse storage space.

- All other duties as assigned.

Core Competencies:

- Strategic thinker who seeks out opportunities for continuous process improvements
- A desire to educate and inspire others in the mission of High Plains Food Bank
- Enjoys working with people
- Food Safety knowledge
- Knowledge of food bank operations

Qualifications

- High school graduation or GED required, college degree preferred
- Copy of current driver's license required; copy of current auto insurance; and clean MVR required
- Minimum 3+ years' experience in warehouse operations, inventory management, supervision and managing a team strongly preferred
- Must be able to effectively and pleasantly communicate with a diverse group of volunteers, staff and visitors
- Must have strong computer skills
- Must be proficient in multi-tasking, problem solving, and team building
- Must be able to direct staff and volunteers in achieving the goals of the department and MANNA
- Must be organized, accurate and efficient in performing work duties
- Proficient in warehouse safety a must
- Must be proficient in the use of load-handling equipment including but not limited to forklifts, reach trucks, and electric pallet jacks

A review of this description has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and requirements are essential job functions.

This description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to perform any other job-related duties assigned by their supervising manager/director.

This document does not create an employment contract, implied or otherwise, other than "at will" employment relationship.

To apply, qualified candidates should email a resume and cover letter to webmaster@hpfb.org and include "Inventory Control Manager Application" in the subject line.