



Position Announcement
Inventory Control Coordinator
Application Dates:
April 15, 2022 (open) Until Filled.

Resumes will be reviewed on rolling basis until position is filled.

About Us:

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit www.foodbankonline.org, Facebook, or Twitter.

Job Description:

The Foodbank of Southeastern Virginia is looking for an Inventory Control Coordinator. Under limited supervision, this position coordinates shipping, receiving, deliveries and associated inventory controls for the Foodbank of Southeastern Virginia. Responsible for accurate records for all incoming/outgoing product and guarantees integrity and accountability of inventory

As directed by the Product Sourcing Manager, The Inventory Control Coordinator works with all departments to ensure the appropriate levels of inventory are obtained to support all programs. Acts as purchasing agent for the Foodbank, coordinating access and transportation that provides the most beneficial contracts for donated and purchased products. Monitors and checks own work, to meet quality standards; demonstrates a high level of care and thoroughness; checks work to ensure completeness and accuracy.

The ideal candidate will present a positive image of self and the organization; have at least 2 years of experience and specialized training in Inventory and Logistics or related experience.

Work Hours/Shift: Monday-Friday; full-time, non-exempt; some weekend and evening work required.

Essential Education: High school diploma or general education degree (GED), Preferred Bachelor's degree in a relevant field.

Requirements:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- Ability to organize data and write routine reports concerning that data.
- Ability to gather, interpret and analyze information in order to recommend and implement a solution.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Knowledge of inventory management systems.

- Food Safety Training [required after hire].
- Food Safety Manager's Certificate [may be acquired after hire].

Certificates, Licenses or Registrations:

- Some supervisory or team lead experience.

Physical Demands: While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

- The employee must, at times, lift and/or move up to 50 pounds when handling donations, documents and files in a mixed office and warehouse.
- Specific vision abilities required by this job include close vision while working with documents, computer screens, and filing.
- Distance vision (clear vision at 20 feet or more); peripheral vision, depth perception and ability to adjust focus when operating equipment.
- Use hands and fingers to handle or feel and reach with hands and arms.
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

Travel Requirements: Some local travel and overnight travel for training required.

Job Type: Full-time

Pay: Starting at \$16.94 per hour

Benefits: Health, Paid Time Off, 12 Paid Holidays, 401K, Employee Development, Scholarship Program.

The Foodbank of Southeastern Virginia and the Eastern Shore is committed to the full inclusion of all qualified individuals. If a reasonable accommodation is needed to complete the application process please contact the employer directly at orfrecruiting@foodbankonline.org.

The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.