



Position Announcement
Inventory Control Coordinator

Application Dates:

November 7, 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.

Position Overview: Under limited supervision, this position coordinates, 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

Work Hours/Shift: Monday-Friday; work hours vary depending on tasks, meetings, projects, events, etc.; some weekend and evening work required for meetings, special events, and out of town conferences.

Duties and Responsibilities:

- Maintains warehouse inventory in a manner that ensures compliance with all external regulatory bodies, including, but not limited to USDA, Feeding America, AIB and OSHA regulations, and guarantees integrity and accountability of all inventory.
- Maintains accurate records for all incoming/outgoing inventory and supplies.
- Develops and assures proper procedures/systems for the logistical activities of all inventory items that are received and held by the Foodbank.
- Coordinates the inventory process with the operations team and assures accurate records are kept.
- Works with all departments to ensure the appropriate levels of inventory are obtained to support all programs.
- Ability to work with Inventory Management systems and Excel to keep records up to date within the system.
- Completes weekly, quarterly and annual counts of inventory held in facility. Works with internal and external staff to provide appropriate inventory audit records.
- Provides all required and requested inventory status reports.
- Ability to troubleshoot problems with Inventory Management systems and provide solutions.
- Provide training to team members in the Inventory Management system as needed.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Completes other tasks as needed or assigned.
- Maintains and abides by all safety and security procedures in the building.

- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.
- Works closely with the Warehouse Manager and other warehouse staff.

Educational Achievement:

- Minimum: Required: High school diploma or general education degree (GED) and specialized training in Inventory and Logistics.
- Preferred: Bachelor's degree in a relevant field.

Work Experience:

- Minimum: 2 years.
- Note: Experience refers to paid and unpaid experience including volunteer work (e.g., professional, philanthropic, religions, spiritual, community, student, social).

Required Skills, Abilities & Certifications/Licenses:

- 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 apply good sense understanding to carry out instructions furnished in written, oral or diagram form
- 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
- Knowledge of standard computer programs such as Word, Excel and Outlook
- Valid Driver's License.
- Food Safety Training (required after hire).
- Food Safety Manager's Certificate (may be acquired after hire).

Preferred Skills, Abilities & Certifications/Licenses: Some supervisory or team lead experience.

Job Type: Full-time.

Pay: Starting at \$18 per hour.

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

How to Apply: <https://foodbankonline.org/about-us/careers/> or email cover letter and resume to orfrecurring@foodbankonline.org , Subject: Inventory Control Coordinator.

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 orfrecurring@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.