

## **Gleaners Community Food Bank Job Description**

**Job Title:** Inventory Management Analyst-Retail Programs  
**Reports To:** Operations Project Manager  
**Department:** Operations  
**FLSA Status:** Non-Exempt  
**Last Update:** January 2019

Gleaners' strategic plan targets growing our impact through innovative, direct-to-consumer programs in the retail grocery, health care, and related spaces. This position is lead responsible for overall management of food inventory for these programs, working in conjunction with both the Operations department and program teams. Specific responsibilities include inventory management, order management, receiving, and forecasting and analysis.

### **Essential Duties and Responsibilities**

1. Develop tools and processes to forecast food needs across programs and associated inventory requirements based on in-depth understanding of programs' objectives and deliverables.
2. Coordinate with My Neighborhood Mobile Grocery and other project teams to ensure timely food availability including order placement, to support distributions.
3. Track inbound food receipts and outbound transfers of inventory across programs.
4. Load/unload and pick-up/deliver food and miscellaneous items to/from assigned local destinations as needed.
5. Manage inventory turnover.
6. Maintain accurate inventory, ordering, and receiving records. Conduct inventory cycle count and physical inventory on a regular schedule. Resolve any inventory issues including inconsistencies regarding product location or replenishments. Document and report damaged, lost, or stolen items.
7. Prepare reports and perform inventory analysis.
8. Continuous improvement of processes and procedures to reduce costs and increase efficiency, accuracy, quality and customer satisfaction.
9. Research alternative products and sources to better meet program needs.
10. Work collaboratively and communicate clearly with internal functions and program teams; build positive relationships with external suppliers and partners.
11. Meet and perform all related AIB International and Feeding America Food Safety sanitation and food safety guidelines.
12. Provide good customer service and maintain a professional manner and appearance to enhance the organizations image.
13. Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
14. Other duties as assigned.

### **Scope of Position**

Budgetary Responsibility: Medium  
Personnel Responsibility: None  
Access to Confidential Info: Medium  
Supervisory responsibility: None

Customer contact: Donors: Low  
Volunteers: Low  
Partner Agencies: Low  
Outside Vendors: Moderate/High

**Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:**

Bachelor's degree (BA or BS) from four-year college or university required.

**Language Ability:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**Math Ability:**

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

**Reasoning Ability:**

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Equipment:**

Standard office equipment.

**Computer Skills:**

To perform this job successfully, an individual must be proficient in Microsoft Excel and should have knowledge of Microsoft including Word, PowerPoint, and Outlook and the ability to learn Microsoft Project and Access and inventory management software such as Primarius.

**Certificates and Licenses:** Able to obtain and maintain chauffer's license with a safe driving record throughout employment. Able to obtain and maintain a certificate to operate a forklift.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally lift up to 40 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to use hands and talk or hear. The employee is frequently required to sit; reach with hands and arms. The employee is occasionally required to stand; walk and climb or balance.