

JOB DESCRIPTION

JOB TITLE: Warehouse Inventory Specialist / Compliance Manager

REPORTS TO: Warehouse Manager

SUMMARY:

This position is responsible for the tracking and keeping inventory at a standard of readiness at all times. Including the organization of the warehouse for optimum efficiency.

DUTIES AND RESPONSIBILITIES:

Adhere to the core values of Weld Food Bank.

Respect and maintain confidentiality.

Document and communicate any safety issues witnessed.

Record all food movement according to set procedures, keeping records current and accurate.

Monitor expiration dates to ensure timely movement of product.

Inspect product inventory for quality and quantity issues.

Move inventory to and from targeted locations using Electric Forklifts, Pallet Jacks, and Rider Pallet Truck.

Ensure all pallets are properly labeled with appropriate pallets tags.

Oversee cycle counts to maintain Inventory integrity.

Advise Office Manager when you see information, shortages, and discrepancies to correct inventory.

Locate and correct product location errors.

Assist Warehouse Manager with:

Moving, recording and storing products using forklift, reach truck, and electric pallet jacks

Load and unload trucks, counting and receipting food items according to Weld Food Bank procedures

Operate equipment to safely load and unload products

Moving and recording product to Weld Food Bank programs

Inventory management

Provide cover for the Extra Room and other Weld Food bank programs, when necessary.

Monitor daily temperature logs and extermination logs in facility.

Keep Warehouse clean and organized.

Comply with laws and regulations in accordance with the food safety standards of AIB, Feeding America, Health Department, Fire Department, and USDA.

Occasionally working weekends or evenings to support food drives and disaster relief.

Adhere to all AIB standards concerning warehouse practices.

Oversee and/or supervise the warehouse cleaning schedules mandated by Feeding America and AIB.

Monitor driver's logs on a monthly basis.

Ensure temperature calibrations are being done monthly for all inferred thermometers used within the warehouse.

Train and certify staff and volunteers on food bank equipment.

Promote the mission of the Weld Food Bank.

Respect and maintain confidentiality.

Foster a team effort and work with staff and volunteers to promote a clean, safe, and positive environment.

Other duties as assigned.

Revised: August 2024

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Physical Requirements:

Frequently required to sit, stand, and walk

Use hands to finger, handle, and write

Frequent reaching with hands and arms to stack and unstack product

Frequent overhead reaching to stack and unstack product

Frequently required to talk or hear

Occasionally required to stoop, kneel, crouch, and crawl

Regularly lift up to 50 pounds

Work Environment:

Moderate noise level.

Frequent expose to temperatures in coolers (40 degrees F.) and freezers (-10 degrees F.)

Occasional exposed to outside weather

Frequent expose to non-level and uneven surfaces

Equipment Used:

Ability to use forklift, reach truck, electric pallet jack, and regular pallet jack with proficiently.

Ability to be certified and operate all equipment used at Weld Food Bank.