

Warehouse Inventory and Compliance Specialist



Company: Weld Food Bank

Location: Greeley, CO (on-site)

Job Type: Full-time (Non-exempt)

Salary Range: \$20-23/hr

Department: Warehouse

Reports To: Warehouse Manager

Job Summary:

The Warehouse Inventory and Compliance Specialist at Weld Food Bank will be responsible for managing inventory, ensuring accurate record-keeping, and maintaining safety and compliance with food safety regulations. This role involves overseeing warehouse operations, monitoring product quality, and training staff on proper food handling procedures. The position also requires ensuring adherence to safety protocols, facilitating the distribution of food, and promoting the organization's mission of food security.

Commitment to Mission

Weld Food Bank is dedicated to supporting the community through food security initiatives. We seek individuals who share our commitment to this mission and who will contribute positively to our team.

- Demonstrated alignment with Weld Food Bank's mission and core values, including promoting food security in the community.
 - Ability to actively promote the mission and values of Weld Food Bank both internally and externally.
-

Key Responsibilities

Warehouse Operations & Inventory Management

- Accurately record and track all food movements, ensuring inventory records are current and precise.
- Monitor product expiration dates and ensure timely rotation to minimize waste.
- Inspect inventory for quality and quantity issues, reporting discrepancies as needed.
- Oversee cycle counts to maintain inventory integrity and accuracy.
- Report any inventory discrepancies, shortages, or data issues to the Chief Operating Officer for resolution.
- Address product location errors and take corrective action to ensure proper storage.
- Manage inventory and assist with product distribution to Weld Food Bank programs.
- Facilitate the loading and unloading of trucks, ensuring proper counting and receipt of food items in line with Weld Food Bank procedures.
- Ensure proper labeling of pallets with accurate pallet tags.
- Operate warehouse equipment to load and unload products safely.
- Track and report key performance indicators related to inventory accuracy, order fulfillment, and operational efficiency.
- Assist in the development and implementation of risk management strategies for warehouse operations, ensuring that emergency response protocols are regularly updated and followed.
- Identify and recommend process improvements to increase efficiency, reduce waste, and optimize warehouse operations.

Safety & Compliance

- Develop and draft policies and procedures for warehouse operations, ensuring adherence to industry standards and regulatory compliance.
- Document and promptly communicate any observed safety concerns.
- Safely operate electric forklifts, pallet jacks, rider pallet and walking stacker trucks to move inventory between designated locations.
- Ensure the warehouse is kept clean, organized, and in compliance with food safety standards.
- Comply with food safety regulations and best practices as set forth by AIB, Feeding America, the Health Department, Fire Department, and USDA.
- Adhere to AIB standards for warehouse practices and ensure compliance.
- Oversee or supervise warehouse cleaning schedules mandated by Feeding America and AIB.
- Ensure monthly temperature calibrations are performed for all infrared thermometers used in the warehouse.
- Monitor and maintain daily temperature logs and extermination logs for the facility.
- Monitor drivers' logs on a monthly basis to ensure compliance.

Training & Supervision

- Educate staff on food security, proper food handling procedures, and storage protocols to maintain food safety and prevent contamination risks.
- Train staff on the HACCP (Hazard Analysis Critical Control Point) Program, Food Defense Program, Allergen Awareness, Safe Food Handling & Storage, Temperature Control, and Food Labeling & Expiration Date Management to ensure compliance with food safety standards.
- Train and certify staff and volunteers on warehouse equipment operations.
- Provide backup support for the Extra Room, Agency Shopping Area, and other Weld Food Bank programs, as needed.
- Collaborate effectively with cross-functional teams, including Operations, Procurement, and Logistics, to ensure seamless coordination of warehouse activities and timely distribution of inventory.

General Duties & Values

- Actively promote the mission and values of Weld Food Bank.
- Uphold the core values of Weld Food Bank in all tasks and interactions.
- Occasionally work weekends or evenings to support food drives and disaster relief operations.
- Maintain confidentiality at all times regarding warehouse operations and inventory data.
- Adhere to personal hygiene standards and food safety protocols, ensuring cleanliness at all times to meet regulatory requirements.
- Perform other duties as assigned.

Revised: December 2024