**Inventory Coordinator**

**Organizational Relationship:**

The Inventory and Maintenance Coordinator is responsible to the Operations Manager.

**Position Overview:**

The Inventory Coordinator is responsible for overseeing the food inventory including ordering, deliveries, pick-ups, and food storage for the Marketplace, as well as assisting with Unique Finds inventory and donations.

**Position Responsibilities**

* Track and schedule delivery trucks.
* Schedule and complete donation/pick-ups from local stores using volunteers as appropriate.
* Coordinate with Marketplace Coordinator to ensure we have enough help for unloading shipments.
* Manage food inventory per USDA guidelines (First-in, first-out (FIFO)method) or “Best used by” date.
* Work with Marketplace Coordinator to manage and stock Marketplace shelves.
* Prepare monthly Product Thrown/Given Report.
* Assist Unique Finds with weekly donations.
* Coordinate food and clothing drives with department leads.
* Responsible for waste minimization and handling, including cardboard.
* Manage year-end Marketplace inventory.

**Organizational Responsibilities and Other Duties, as needed or as assigned:**

* Assist with member registration and complete member interviews with respect and thoroughness.
* Assist with food distribution with safety, respect, dignity, and good service.
* Assist members and customers with purchases at front desk as needed.
* Assess and refer members to community services based on individual situations.
* Provide for protection of private and confidential data as stated in the MN Data Practices Act.
* Ensure that all members are treated with dignity and respect.
* Submit time sheets, expense reports, and other required documentation in a timely manner.
* Attend and participate in relevant staff and/or board and committee meetings.
* Participate in staff development activities/training as needed to complete job duties or as required by Executive Director.
* Responsible for developing and maintaining positive, effective working relationships with fellow staff, volunteers, and board members.
* Participate in organization’s public awareness events, community outreach and fundraising events, as needed.
* Follow all safety and hygiene guidelines.
* Maintain safe and neat work area at all time.
* Ensure a welcoming environment to members, volunteers, donors, and other visitors.
* Reports on-site for scheduled days and hours.
* Ability to share Saturday scheduling and occasional work on weekends or after 5pm.
* Fulfill all other duties as assigned.

**Education and Experience:**

Must posses a combination of education, experience, skills, and ability necessary to carry out the job, including but not limited to the following:

* Good working knowledge of Microsoft Outlook, Word, and Excel.
* Strong computer, inventory tracking, program assessment, and reporting skills.
* High degree of confidentiality and the ability to use good judgment and discretion in handling confidential and/or sensitive information and materials.
* Ability to mediate and/or de-escalate challenging volunteer or member situations.
* Ability to effectively represent the agency and interact with staff, volunteers, members, and other internal and external audience.
* Ability to prioritize and manage multiple tasks simultaneously and the flexibility to adjust to changing priorities and workflow.
* Must hold a valid Minnesota driver’s license with excellent driving record and show proof of insurance.
* Minimum education requirements: high school diploma or equivalent degree.

**Physical Demands:**

* The physical demands require 6-8 hours per day standing/walking and being on your feet.
* Occasionally required to stoop, bend, and reach overhead.
* Must be able to lift 50 lbs.

**Attributes:**

* Strong commitment to the mission, diversity, equity, and inclusion.
* An energetic team player who likes to have fun at work and looks for a “yes” to tough situations.
* High level of personal and professional integrity, ethics, and customer service.
* Works with a spirit of optimism and fun.
* Desire and ability to work with diverse people and organizations.
* Initiative and commitment to ongoing
* Ability to work effectively both independently and as part of the staff team.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This job description is not meant to be all-inclusive. It defines the critical job responsibilities and requirements only, which may change at any time, with or without notice due to agency needs, regulatory requirements or other factors.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This is a full-time position 40-hour a week

Starting Salary: $17.00

Updated 8/18/21