



SLO **FOOD BANK**

County Partnership for Hunger Relief

Position Title: Inventory Assistant

Reports to: Receiving and Inventory Manager

Job Classification: Full-time (40 hours per week), Non-exempt

The receiving and inventory team works collaboratively to support each other and deliver exceptional order fulfillment and product management for the SLO Food Bank's network of community partners. With diligent attention to detail and an eye on customer service, the Inventory Assistant supports tracking of product and assembling orders for key programs including Partner Services and Direct Services/USDA that serve tens of thousands of SLO County individuals each month.

Principle Duties and Responsibilities:

The principal duties and responsibilities of this position include, but are not limited to:

- Assist in fulfilling orders for approximately 80 nonprofit Agency Partners each month including:
 - Tracking food orders from placement through pickup using the online inventory ordering and management portal.
 - Supporting volunteers as they assemble orders.
 - Closing out invoices in the inventory system.
 - Conducting thorough quality control checks for all products leaving the warehouse.
- Assist in the generation of inventory reports.
- Perform physical labor in the warehouse including loading, breaking down, and moving pallets/totes/supplies; operating forklifts and pallet jacks, as needed.
- Effectively communicate via phone, email and other electronic means with coworkers and external organizations; responding to internal and external questions/needs promptly and professionally.
- Regular data entry to maintain an accurate inventory system.
- Support the receiving of orders, produce and donations as needed including weighing and counting items and transferring those results into a digital database.
- Develop and maintain an understanding of the SLO Food Bank's mission, programs and systems.
- Other duties and tasks as assigned by the Receiving and Inventory Manager.

Qualifications:

- Passion for SLO Food Bank Mission; strong desire to compassionately serve struggling members of our community.
- Cultural competence including the ability to build positive relationships with all staff, volunteers, and participants seeking food assistance.
- Demonstrated proficiency at teamwork and collaboration.
- Excellent written and verbal communication skills and telephone/in-person etiquette.

Let's Feed SLO County. Together.

O: (805) 238-4664
F: (805) 238-6956

SLOfoodbank.org

1180 Kendall Road
San Luis Obispo, CA 93401



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- Proficient in Microsoft Office applications (including Outlook, Teams, Excel, and Word) and ability to learn how to access and troubleshoot the online inventory management system.
- Strong problem-solving skills, including the ability to evaluate a circumstance and adjust actions to complete tasks.
- Excellent diligence and attention to detail with the ability to quickly refocus on detailed tasks after an interruption.
- Comfort with mental math and quick calculations.
- Experience operating forklifts, pallet jacks, and other standard warehouse equipment.
- Experience in one or more of the areas below is preferred but not required:
 - Customer service
 - Digital inventory systems
 - Basic food safety and nutrition principles
 - Working with or volunteering for a nonprofit or social services organization

Distinguishing Characteristics:

- **Teamwork:** Contributes harmoniously as member of the SLO Food Bank team.
- **Compassion:** Genuinely cares about providing caring service to people in need. Is kind to all.
- **Embraces Diversity:** always gives respect to all people, without exception.
- **Hard Working:** Is a self-starter, completes tasks, and is dependable.

Requirements:

- A valid Driver's License, clean driving record, and proof of insurance.
- Reliable transportation to work.
- Highschool diploma or equivalent experience.
- 18 years of age or older.

Salary Range:

- \$18.00 - \$22.00 per hour, depending on qualifications, plus benefits, 401k

Work Conditions and Physical Demands:

- The ability to stand for extended periods of time; the ability to see details at close range (within a few feet of the observer); to lift, carry, and load up to 50 pounds.
- Must be able to bend, stoop, climb, and crouch repeatedly throughout the day.
- Long-term standing, walking, and kneeling required.
- Variable work environment: work is conducted both indoors and outdoors with varying environmental conditions. Indoor facilities are kept at a low temperature, so warm clothing is required. Noise level varies from quiet office environment to very noisy warehouse. Exhaust and dust may be present in the warehouse receiving area.

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- 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.

Equal Opportunity Employer:

The Food Bank Coalition of San Luis Obispo County is an at-will, equal opportunity employer and does not unlawfully discriminate on the basis of race, creed, national origin, genetic information, disability, sex, marital status, age, or any other protected status covered by federal or state law. This job description does not constitute an employment agreement and is subject to change.

To apply, please send a cover letter and resume to tloots@slofoodbank.org.

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