



SLO **FOOD BANK**

County Partnership for Hunger Relief

Position Title: Receiving and Inventory Coordinator

Reports to: Receiving and Inventory Manager

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

Job Overview:

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.

Principle Duties and Responsibilities:

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

- Maintain an understanding of the SLO Food Bank's programs and the agency partners and clients we serve through those programs.
- Maintain an understanding of food inventory and the product categories that determine how the food can be distributed. This includes, but is not limited to donated, grant-funded, and USDA commodity foods.
- Maintain an understanding of the Emergency Food Assistance Program (TEFAP) and requirements for facilitating the program.
- Acts as lead for all product receiving, specifically truck/load inspections and offloading.
- Oversee our online agency partner Web Window where food orders are placed.
- Oversee food orders from placement, to build, to invoicing and support the agencies during order pickups using the online inventory ordering and management portal.
- Assist volunteers in the warehouse with order building.
- Conduct a thorough quality control check for all orders arriving and leaving the warehouse.
- Communicate with the Receiving and Inventory Manager when food products in your region of the warehouse are running low, and when restock of items is needed.
- Assist in the generation of food inventory reports as requested by Receiving and Inventory Manager, COO, or Programs staff.
- Effectively communicate via phone, email and other electronic means with coworkers and external organizations; responding to internal or external questions/needs promptly and professionally.
- Help receive individual and bulk donations as needed.
- Load, break down, and move pallets/totes/supplies; operate forklift and pallet jack(s) for materials handling, as needed.
- Any other duties or tasks assigned by the Receiving and Inventory Manager.

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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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.
- 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 organizational skills with the ability to manage multiple projects with strong attention to detail.

Preferred, but not required...

- Previous experience with basic food safety and nutrition principles.
- Previous experience with computerized food inventory systems.
- Prior experience in operation of forklifts, pallet jacks, and other standard warehouse equipment.
- Previous experience 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 services 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:

- Must possess a valid Driver's License, clean driving record (more information to be provided), and proof of insurance.
- Reliable transportation to work.
- Bachelor's degree or equivalent experience. 18 years of age or older.

Salary Range:

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- \$18.50 - \$22.50 per hour, depending on qualifications, plus benefits.
- 401K with 50% match by the organization up to a set limit.

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.
- Must be capable of weighing and counting items and transferring those results into a computer database.
- Must be capable of spending extended periods of time entering data into a database; however, with the potential for frequent interruptions.
- Variable work environment: work is conducted both indoors and outdoors with varying environmental conditions. Indoor facilities kept at cold 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.

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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