



*Our Mission: to end hunger and leverage the power of food to build a healthier community.
Our Vision: A healthy, hunger-free community.*

Revised: April 2017
Title: Inventory Control Assistant
Department: Operations
Status: Hourly, Non-exempt, Part-Time

General Description

The Inventory Control Assistant is responsible for data entry and inventory control support for three major food programs: Donated food, Purchased food and USDA commodities. This position assists the Inventory Control Manager with all administrative and data entry needs with regard to maintaining Foodlink's inventory system. At times the inventory control assistant may provide administrative support to other departments including Member Services.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

- Receive all food donations and in conjunction with the Procurement Manager complete all pre-receipting
- Process all Foodlink Program orders
- Record all trash and dumped pounds
- Assist the Food procurement Mgr on new Vendors and/or new product codes in Primarius, *if needed*.
- Prepare Accounts Payable vouchers for all Purchases.
- Print pallet tags for inventoried items after processing donations.
- Creates donor cards, print donor thank you receipts for donations.
- Maintain donor and inventory database; reviews data for completeness, accurately enters data into computer information system; may conduct audit of data to ensure integrity of database.
- Develops understanding of Foodlink inventory procedures including Primarius database.
- Maintains a comprehensive knowledge of the inventory on hand/available.
- Assists in reconciling inventory for all food programs to include counting.
- Assist the Warehouse team with product inquiries.
- Performs various administrative functions related to filing, typing, preparing reports, and answers inquiries to support the Inventory Control Manager.
- Assists to organize full count of USDA, donated and purchased/reconciles-sends EOM reminders/requirements
- Ensures all available products are identified and descriptive language is used and the shopping list is clear for member agencies. Products may need a photo in the shop list.
- Performs all other tasks or projects as assigned by the Inventory Manager such as: Cycle counts, Transforms products, Backpack productions, Kitchen Purchases accountability, Monthly Wegmans Report, Receipting of USDA Load into WBSCM system, Receipting all Choice loads into CHOICE system and report in weekly basis all Blue receipts donations.

Minimum Qualifications

- High school Diploma or GED
- 2+ years data entry experience
- Proficiency in use of software applications, databases such as Access 2007, Excel spreadsheets, and /or word processing.
- Able to apply mathematical concepts.
- Able to communicate clearly and concisely orally and in writing; write legibly
- Comfort with warehouse environment and knowledge of safety standards.
- Able to write business correspondence and effectively relay information and respond to questions from managers, agencies, customers and the general public.
- Detail oriented and organized.
- Ability to work independently and as part of a team.
- Fluency in English required. Knowledge of Spanish helpful.

- Friendly, customer-oriented personality.
- Professional attitude and appearance at all times.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to handle or feel items such as documents. The team member is occasionally required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, color vision and ability to adjust focus. The employee must occasionally lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those a team member encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all-inclusive. Employees in this job will follow other instructions and perform other related duties as required.

The Foodlink Way

- ✦ Passion and commitment to our mission ✦ Going above and beyond what is required
- ✦ Seeing our roles as more than just a job ✦ Proactively seeking improvements ✦ Having the ability to adapt to change

The Foodlink Way is description of who we really are as demonstrated by what we say we value and what we do to express those values.

To Apply:

Submit a cover letter and resume to the address below or via email to HR@foodlinkny.org. Only serious applicants should apply. Only qualified applicants will be contacted.

Foodlink
Attn: Human Resources
1999 Mt. Read Blvd
Rochester, NY 14615

Everyone is welcome here!

Foodlink is an equal opportunity employer. All applicants will be considered for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, genetics, veteran or disability status.