



## **Job Description**

Status: Volunteer

**Job Title:** Volunteer Inventory Coordinator

**MAIN FUNCTION:** To count inventory and help reconcile or reduce inventory issues. To assist CFBNJ in its commitment to provide food within proper code dates to our neighbors in need, by helping control inventory.

**REPORTS TO:** Warehouse & Inventory Managers

### **POSITION RESPONSIBILITIES:**

#### **Essential Functions**

- I. Maintains a positive work attitude by acting and communicating in a manner conducive to good interpersonal relations (e.g., helpful, courteous, pleasant) with customers, all public, co-workers and managers, in accordance with the spirit of CFBNJ's mission.
- II. Works with Inventory Team to coordinate daily, weekly, month-end, year-end and cycle inventory counts ensuring all are completely accurate and in a timely manner.
- III. Works with Director of Operations and Product Manager to identify and resolve any inventory discrepancies.
- IV. Collaborates with the Warehouse Manager, Distribution Specialist and Receiving department on inventory counting and reconciliation.
- V. Notifies Warehouse Manager when product date dictates that an item needs to be moved quickly.

### **ESSENTIAL SKILLS AND EXPERIENCE:**

- Strong organizational, math and time management skills
- Good communication and interpersonal skills
- Critical thinking to review and solve distribution issues as they arise
- Self-directed, able to work independently as well as part of a team

### **EDUCATION:**

High School graduate or equivalent.

### **PHYSICAL/COGNITIVE DEMANDS:**

Ability operate a pallet-jack, forklift and reach truck a plus, but not necessary; ability to lift up to 50 lbs; standing for long periods of time; stretching, bending, lifting, stooping, kneeling, reaching, pushing, pulling. Medium physical requirements. The ability to remember information such as words, numbers, pictures, and procedures; to listen to and understand information and ideas presented through spoken words and sentences; to communicate information and ideas in speaking so others will understand; to concentrate on a task over a period of time without being distracted; read and understand information and ideas presented in writing; to communicate information and ideas in writing so others will understand.

### **WORKING CONDITIONS:**

Exposure to temperature extremes from warehouse; normal light and air space; safe conditions.

**HAZARDS:**

None, provided warehouse safety precautions are followed.