

## **Feeding the Gulf Coast**

### **Job Description**

**Job Title:** Florida Inventory Coordinator

**Department:** Operations

**Reports To:** Branch Manager

**FLSA Status:** Exempt

**About the Organization:** As a member of Feeding America, and a United Way Member Agency, Feeding the Gulf Coast works through member organizations and special programs to provide nutritious food to meet the challenge of feeding people who are hungry as a result of systemic poverty, personal crisis, or disaster. Additionally, Feeding the Gulf Coast educates the public regarding domestic hunger, proper nutrition and other related issues. Feeding the Gulf Coast serves a 24-county area spanning south Alabama, south Mississippi, and the panhandle of Florida

**Summary:** Responsible for conducting daily Inventory data entry. This position is also responsible for the inventory process from counting to Primarius reconciliation. The receiving of inbound donations and creation of outbound orders. This position will oversee the TEFAP program and aspects of inventory surrounding it.

**Duties and Responsibilities** include the following:

- Establishes product tracking, reporting, inventory audit, and prepares necessary reports.
- The monthly reconciliation of all inventory in Primarius.
- Conduct weekly cycle counts of both USDA and NON USDA commodities in addition to the monthly counts.
- Completing invoices for outbound deliveries in addition to Order Pull Sheets.
- Conducting data entry for USDA items in WBSCM in a timely fashion.
- Responsible for learning, understanding, and abiding by State and Federal Department of Agriculture TEFAP program regulations.
- Maintain invoices in accordance with both FDAC's & FANO requirements.
- The ability to supply leadership with inventory reports as needed.
- Assignments as provided by Branch Manager and Warehouse Manager.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Individual needs to be at least eighteen (18) years of age. Individual of twenty (20) years of age preferred. Individual will need to possess a valid driver's license. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Language Ability:**

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

**Math Ability:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**Computer Skills:**

To perform this job successfully, an individual should have knowledge of Microsoft Word, Microsoft Excel, Gmail, Google Drive, and Primarius.

**Education/Experience:**

High School diploma, enrolled at a collegiate level, and one year related experience and/or training; or equivalent combination of education and experience.

**Certificates and Licenses:**

Valid driver's license with a driving record that needs company insurance requirements.

**Knowledge, Skills and Abilities:**

- Communication and customer relations skills
- Time management skills for short, medium, and long term timelines
- Organization and task planning skills
- Ability to work on Florida Department of Agriculture deadlines.

**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 walk, sit, use hands, and talk/hear. The employee is frequently required to stand. The employee is occasionally required to reach with hands and arms.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing 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 frequently communicating with Warehouse and Agency Relations team members and will do so in a respectful mission minded professional manner.