



JOB DESCRIPTION

Job Title: Inventory Coordinator
Market Title: Pantry/Program Inventory Coordinator
Status: Regular Full-Time
FLSA: Non-Exempt
EEO-1: Laborers and Helpers

JOB SUMMARY:

The Inventory Coordinator will support the overall goals of the Oshkosh Area Community Pantry through purchasing, collecting, inventorying, and distributing food. The objective of this role is to support client need, monitor food safety, pantry organization and keep appropriate inventory.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

These duties are not meant to be all-inclusive and other duties may be assigned.

- Coordinate the logistics of contracted food programs: TEFAP and Direct Connect.
- Purchase food in accordance with budget and need, ensure the food pickup and delivery is coordinated timely.
- Create and monitor inventory space for proper food safety and storage.
- Control and inspect incoming orders for food safety per contractual obligations.
- Implement and maintain waste management processes and prepare for contractual inspections.
- Monitor large equipment and oversee the basic maintenance of the pantry area.
- Supervise and train drivers, inventory and distribution volunteers in accordance with pantry guidelines.

MINIMUM QUALIFICATIONS:

- High School Diploma or its equivalent.
- Three (3) or more years of experience in the field or in a related area.
- Detail orientated.
- Strong verbal and written communications skills.
- Proficiency with various web-based software applications including Microsoft Office Word, Excel, PowerPoint, SharePoint, etc.
- Valid Driver's License.
- Ability to travel 10%.
- Ability to lift up to 100 pounds

PREFERRED QUALIFICATIONS:

- Experience working for a non-profit
- Training and supervising volunteers
- Food safety
- Tow motor experience
- Driving Freightliner – no CDL required

CORE COMPETENCIES:

- Internal Contacts: Contact with peers and others involving explanation of information (these contacts may be within or outside department or division), and the gathering of factual information; may include the communication of sensitive or confidential information.
- External Contacts: Frequent external contact to: gather information, answer queries, or ask assistance.
- Communication Skills: Read, write and comprehend simple instructions, short correspondence and memos; Read and interpret safety rules, operating/maintenance instructions and procedure manuals; Write routine reports, correspondence and speak effectively before both internal and external groups; Language: English.
- Decision-Making: Regularly makes decisions involving how a project or operation will be conducted (i.e. sequence or method), and generally from an available set of alternatives or precedents.
- Complexity, Judgment and Problem Solving: Generally diversified and moderately difficult work. Requires judgment in the adaptation and interpretation of established practices and procedures to meet problems and situations to which the application is not clearly defined.
- Supervisory/Managerial: General instructing, scheduling, and reviewing the work of others performing the same or directly related work. Acts as "lead worker". Job functional supervision only.

WORKING CONDITIONS:

- Physical Demands: Frequent Standing, Walking/Running, Reaching, Driving, Bending/Kneeling, Hearing, Talking, Visual; Occasional Sitting; Seldom Climbing, Typing, Fine Dexterity, Manual Dexterity, Upper Extremity Repetitive Motion, Lifting/Carrying 75lbs. and Pushing/Pulling up to 100lbs.
- Non-Physical Demands: Occasional Analysis/Reasoning, Communication/Interpretation, Sustained Mental Activity (i.e., auditing, problem solving, grant writing, composing reports, etc.); Seldom Math/Mental Computation, Reading, and Writing.
- Environmental Demands: Frequent Task Changes; Occasional Work Alone, High Volume Public Contact, Dust, Temperature Extremes, Toxic Substances (i.e., solvents, pesticides, etc.); Seldom Tedious/Exacting Work, Loud Noises, Physical Danger.
- Work Schedule: Routine shift hours. Infrequent overtime, weekend, or shift rotation.
- Demands/Deadlines: Occasional stress due to deadlines or workload because of intermittent or cyclical work pressures, or occasional exposure to distressed individuals within the immediate work environment.