



## **HUNGER TASK FORCE, INC. POSITION DESCRIPTION**

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**Position Title:**           **INVENTORY CONTROL MANAGER**

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**Department:**           **Operations**

**Reports To:**           **Operations Director**

**FLSA Status:**           **Exempt**

**General Function:** The Inventory Control Manager is responsible for the inventory management of HTF food and equipment resources. Assures agency compliance with state and federal guidelines associated with inventory management. This position is accountable for coordinating and planning order building, receiving functions, and inventory management and planning. Achieves and maintains a high level of safety, productivity, cleanliness, and sanitation in the warehouse shipping, receiving and order building areas. Ensures accuracy and timeliness of all paperwork and reporting associated with the warehouse inventory operations. Effectively reduce operating costs and improve efficiencies at every level. Assures proper recordkeeping and maintains information storage system.

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

- Directs day-to-day warehouse inventory operations with direct reports to ensure short and long-term goals of the distribution operation.
- Responsible for the overall management of Primarius, the agency's current inventory software. Ensures appropriate control measures and training are in place.
- Is responsible for asset control of warehouse equipment—forklifts, pallet jacks, magliners, agency supplies, and maintenance room supplies.
- Assures safe equipment operation; maintains all warehouse equipment and tracks costs.
- Manage the inventory levels for order and Stockbox building. Responsible for verifying, tracking, forecasting, and reporting on inventory monthly.
- Assures programmatic compliance with all relevant USDA nutrition programs—TEFAP and CSFP programs.
- Monitors inventory, analyzing and reporting service trends to Operations Director.
- Effectively tracks, forecasts, plans, and coordinates all food orders with state agencies and purchases through approved food brokers to maintain appropriate inventory levels for both programs.

- Coordinate and direct the activities related with keeping accurate records on the incoming as well as outgoing shipments and preparing the items so that they can be shipped.
- Using discretion and independent judgment for directing the activities of inventory matters.
- To provide the necessary leadership that is associated with building as well as maintaining a strong inventory management workforce.
- To manage and coordinate the activities of all the staff members engaged in inventory control and inventory record accuracy.
- Directly responsible for managing agency supply inventory, storage and record keeping.
- Implement continuous process improvements, streamlining processes and establishing value-based metrics for improving results and aligning strategic, annual, functional, and departmental goals.
- Recommends cost-efficient and effective shipping and receiving equipment and storage budgets.
- Update and maintain inventory databases.
- Creates new HTF product identification codes.
- Inspects warehouse facilities, equipment, and vehicles to assure complete compliance with safety standards.
- Assures proper food handling and storage at all HTF facilities and by all departmental employees.
- Assures accurate and timely cycle and monthly counts of all inventories.
- Oversees timely procedural changes associated with updating the Primarius, and Warehouse manuals—shipping, receiving and order building functions.
- Prepares internal and external reports on food receipt and allocation.
- Prepare written reports summarizing department progress as directed.
- Builds orders and receives products as needed to meet business demand.
- Assists in maintaining a clean and organized shipping, receiving and order building area within the distribution operation daily.
- Assist with all other non-food agency events and operations as needed.
- Attend agency staff and other required meetings and training opportunities.

### **Supervisory Responsibilities**

Directly supervises the Receiving and Shipping Coordinators. Carries out supervisory responsibilities in accordance with the agencies policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Diversity - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Interpersonal Skills - Focuses on solving conflict, not blaming; Maintains confidentiality; Listens to others without interrupting; Keeps emotions under control; Remains open to others' ideas and tries new things.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Teamwork - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Change Management - Develops workable implementation plans; Communicates changes effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal and external); Fosters quality focus in others; Improves processes, products and services.; Continually works to improve supervisory skills.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals. Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

**Qualifications** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. 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.

### **Education and/or Experience**

Bachelor's degree (B. A.) from four-year college or university; 5+ years of inventory management experience.

**Language Skills**

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.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**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 Database software; Internet software; Inventory software; Payroll systems; Excel Spreadsheet software and Word Processing software. SharePoint knowledge is a plus.

**Certificates, Licenses, Registrations**

Current driver's license, CPIM preferred.

**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 use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl and taste or smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**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 occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; explosives and risk of radiation. The noise level in the work environment is usually moderate.

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**Salary Range: \$50,000-\$70,000**