



Inventory Manager

At-Will, Exempt, Full-Time
Salary: \$65,623.50 - \$71,456.70 DOE
Location: Onsite (Watsonville, CA)

WHY JOIN THE FOOD BANK

As the first food bank in California and the second in the nation, we are an established social justice organization with over 50 years of experience and deep roots in the community.

We are mission-drive advocates and activists working to transform lives and our community through access to healthy food.

We collaborate with over 100 area non-profits to drive collective impact work throughout the county and directly feed over 65,000 people each month!

We're constantly adapting: come fires, floods or pandemics – the Food Bank rises to meet the challenge and you'll see our staff out on the front lines filling sandbags, enrolling people in disaster relief aid, and distributing food wherever our community needs us.

Come feed hope!

THE OPPORTUNITY

Under the supervision of the Supply Chain Director, the Inventory Manager oversees product inventory, ensuring and verifying the safety and accuracy of both food and non-food items at Second Harvest Food Bank of Santa Cruz County (SHFB). This role maintains inventories at both the main warehouse and off-site warehouses with a high degree of accuracy to identify and solve issues for item tracking, movement, storage, and valuation. The Inventory Manager position encompasses inventory, supply chain management, and operations related tasks. Additionally, the Inventory Manager is the primary backup for the Supply Chain Director and Supply Chain Coordinator, and tasks associated with both

positions listed below. This list is not all-inclusive, and the Inventory Manager position is expected to perform other duties as requested or assigned.

WHO YOU ARE

- You are someone who has five years' experience in an inventory control environment and supply chain operations.
- You have experience with an ERP system, Ceres preferred.
- You are fluent in Microsoft Office Suite including Excel.
- You have hands-on related warehouse experience- highly desired.
- You have knowledge of safe food handling requirements for transport and storage
- You can effectively oversee and simultaneously manage multiple projects.

YOUR SKILLS and ABILITIES

- Knowledge of produce industry, and ability to determine quality and estimate edibility.
- Excellent communication and customer service skills
- Strong communication skills and ability to work well with others.
- Ability to solve problems in the short, medium, and long term.
- Ability to work as a part of a team, foster teamwork, and provide excellent service to coworkers and clients.
- Ability to establish and maintain good working relationships with people of various ages, educational, ethnic, and socio-economic backgrounds.
- Bilingual in English/Spanish is desirable.
- Able to repeatedly lift bulky items weighing as much as 50 pounds.
- Able to see and read documents.
- Able to hear normal conversations in person and on the phone.
- Able to work in a cold environment.

OTHER REQUIREMENTS

- Requires standing throughout the day.
- Forklift certification preferred or must be willing to enroll in training program immediately upon hire.
- Must have access to a motor vehicle, as well as valid auto insurance coverage, for occasional driving on the job.
- Must have a valid California Driver's License and a satisfactory driving record, as documented by a current MVR (will be obtained by the Food Bank's insurance carrier).
- It is the responsibility of all SHFB personnel to participate in our Food Safety/Food Defense programs.
- In instances of a federal, state or locally declared emergency, Second Harvest is considered an essential service and emergency responder; all its employees may be called in to perform regular or emergent duties
- Given the front-line nature of our work, there will be instances where staff are required to work a flexible schedule in order to respond to community need. Advanced notice will be provided.

WHAT YOU'LL DO

Inventory Management

- Responsible for the day-to-day functions of Second Harvest Food Bank's inventory systems.
- Facilitate inventory control systems using Food Bank software, CERES (Microsoft Dynamics NAV), to effectively support Operations Department.
- Manage inventory systems for item movement including receiving, distribution, transfers, product allocation, kitting, and other inventory systems as assigned.
- Perform weekly scheduled cycle counts and ad hoc physical inventory for all USDA, purchased, donated, and grant items to support program accountabilities.
- Develop, document, and implement effective inventory policies, processes, and procedures.
- Document processes in Ceres and write up SOPs for Supply Chain data management transactions.
- Monitor and report on ongoing effectiveness of policies, processes, and procedures related to physical processes and transactions in CERES.
- Oversee and execute mid-year and year-end physical inventories.
- Oversee recall and traceability procedure program. Plays a key staff role in the expertise, authority, and responsibility to manage and participate in the recall process. Provides item traceability and other inventory and non-inventory related duties.
- Facilitate twice annual mock recall trainings.
- Review and research daily FDA and USDA recall. Send daily email to Recall Committee members and staff with an alert of recalls that affect the organization and participants.
- Month End Close. Investigate inventory valuation discrepancies and additional item variances at the end of every month.
- Train Operations Department staff on inventory processes within Ceres and provide tailgate training on inventory protocols.
- Ability to plan short, medium, and long inventory projects and manage inventory projects to completion.
- Create a system and timeline for processing inventory adjustments (positive, negative, and reclass) and dumps.
- Research inventory discrepancies, identify root causes, and collaborate with Operations and Finance Departments to effectively resolve issues.
- Support and maintain inventory tracking, documentation, and reporting for delivered and received items.
- Monthly data entry for TEFAP USDA inventory online portal.
- Create item cards for USDA, purchased, donated, and grant items.
- Work collaboratively with Programs Department to identify USDA, purchased, donated, and grant items for community distributions.

- Work collaboratively with Supply Chain Director to develop annual forecast for purchased items and identify TEFAP item availability.
- Facilitate weekly inventory improvement meeting.
- Generate accurate and timely inventory reports.
- Perform other duties as requested or assigned.

Act as primary backup (i.e., alternate staff member) for Supply Chain Director and will be fluent in performing the following transactions when required.

- Month End Close
- Create agency sales orders and post invoices.
- Create and post agency return orders and credit memos.
- Create and post transfers orders.
- Create and post donation orders.
- Process adjustments (positive, negative, and reclass) and dumps.
- Submit weekly Blue Receipt report to Feeding America.
- Upload Bill of Lading to California Association of Food Banks through U-Route upon entering donation.
- Email USDA Bill of Lading to CalFoods Logistics upon entering donation and save BOL to TEAMS.
- Facilitate Programs and Operations weekly meeting.

Customer Service

- Serve as an ambassador for Second Harvest Food Bank and its mission in the community.
- Develop and maintain effective working relationships and deal tactfully, cooperatively, and effectively with staff members, volunteers, agencies, community organizations, growers, packers, processors, and potential donors.
- Communicate effectively and respectfully with people of different racial, ethnic, and cultural groups and from different backgrounds and lifestyles.
- Work with other team members in a cooperative and supportive way. Provide assistance and fill-in coverage for other positions.

Our Total Rewards Package

Benefits: For the employee: free dental and vision insurance (shared cost for dependents). Free life, long-term care, long-term disability, and AD&D insurances. Shared cost medical insurance: Kaiser and Blue Shield. Eligibility begins on the first day of month following 30 days of employment (i.e. if you are hired June 20th, you are eligible starting August 1st). This benefit package is valued at an average of over ten thousand dollars a year.

- **First calendar year:** 15 vacation days, 12 sick days, and 10 holidays.
- **403(b) Retirement Plan:** Second Harvest matches employee contributions up to an annual cap.
- **Employee Assistance Program**

To Apply:

Please submit your resume and cover letter at
<https://www.thefoodbank.org/careers>

**SECOND HARVEST FOOD BANK SANTA CRUZ COUNTY
IS AN EQUAL OPPORTUNITY EMPLOYER.**

Second Harvest Food Bank does not discriminate because of race, religion, religious creed, color, age, sex, sexual orientation, gender (including gender identity and gender expression), national origin, ancestry, marital status, medical condition, physical or mental disability, military service, veteran status, pregnancy, childbirth, breastfeeding and related medical conditions, genetic information, genetic characteristics or any other legally protected status. The Food Bank also does not discriminate based on the perception that anyone has any of these characteristics, or is associated with a person who has (or is perceived as having) any of these characteristics.