# Inventory & Distribution Manager

**Are you an experienced Logistics and Inventory professional who wants to improve the lives of more than 300,000 Alameda County residents?** Are you proactive, self-motivated, and someone who thrives in a fast-paced environment? Do you want to apply your organizational skills and drive to helping one of the Bay Area's top non-profits — and a nationally recognized leader in hunger relief — achieve its mission? If so, Alameda County Community Food Bank could be looking for *you* as our next Inventory & Distribution Manager!

As the **Inventory & Distribution Manager**, you will lead the strategy and execution of all inventory control, inbound receiving, order processing, and distribution functions at Alameda County Community Food Bank. This role ensures the accuracy, efficiency, and integrity of our inventory systems and distribution practices while supporting our shift from a food security model to a food justice framework. You will oversee a team of specialists focused on agency order fulfillment, inventory reconciliation, and logistics, ensuring high operational standards and continuous improvement through data, technology, and cross-departmental collaboration. You will not oversee warehouse functions such as facilities, fleet, or general warehouse staffing. This position is dedicated to inventory and distribution activities only.

Alameda County Community Food Bank has achieved notable success in recent years — and is currently responding to an incredible increase in need in our community due to the pandemic and recession. Even with a passionate network of 420+ agency partners serving more clients — and distributing more food – than ever before, we've expanded our services even further to meet the growth in need.

Our organization's success is built on bold decision-making, a culture of equity and inclusivity, and an environment that embraces innovative thinking to create a healthier, more prosperous and just community *for all.* With our latest strategic plan, we are setting a bold trajectory for the long-term work required to dismantle the systems that perpetuate poverty, including racism. Our staff regularly engage in conversations about race, class, power and privilege as part of our organizational commitment to equity, diversity and inclusion. Please learn more about our efforts at www.accfb.org.

## ESSENTIAL DUTIES AND RESPONSIBILITIES

### Leadership & Strategy

- Supervise and develop a high-performing team including the Receiving Lead, Inventory Specialist, Inventory & Distribution Specialist, Inventory & Distribution Associate, and Logistics Specialist.
- Provide vision and structure to elevate the team's skills using SWOT-based assessments to drive performance improvements and team development. [Strengths, Weaknesses, Opportunities, & Threats]
- Align departmental work with food justice principles, ensuring equitable access, transparency, and accountability in all distribution practices.
- Promote a culture of continuous improvement, accountability, and data-driven decision-making.

### Inventory Management & Reconciliation

- Oversee and refine the Food Bank's inventory control system, ensuring accuracy across all processes from receipt to distribution.
- Implement and enforce standard operating procedures (SOPs) for all inventory functions including cycle counts, discrepancy resolution, reconciliation, and year-end physical inventory.
- Monitor and report on inventory health, identifying trends, shrinkage, and opportunities for improved controls.

- Collaborate with Finance for regular reconciliation, audits, and documentation compliance.

**Inbound Operations**

- Direct the inbound receiving process for all replenishment loads, including containers, pallets, and bulk commodities.
- Establish and enforce protocols to reduce inbound errors, such as accurate bill of lading matching, item verification, labeling, and system entry.
- Coordinate with Procurement and Warehouse teams to ensure smooth intake and timely storage.

**Agency Order Fulfillment & Distribution**

- Oversee the order lifecycle from entry to delivery, ensuring accurate and timely fulfillment of agency orders.
- Set cadence expectations with partner agencies, coordinate distribution schedules, and ensure efficient logistics support.
- Maintain effective communication with the Programs Department, supporting their coordination with partner agencies.

**Systems & Automation**

- Administrator for inventory/order systems including CERES ERP, JET, and other platforms.
- Lead system improvement projects, emphasizing automation and integration across departments to streamline operations.
- Provide training and support to team members and stakeholders on system use, SOPs, and workflow optimization.

**Compliance & Reporting**

- Ensure all inventory and distribution practices meet internal policies and external requirements including Feeding America, USDA, and food safety regulations.
- Collaborate and oversee with fellow Impact Division leader, Strategic Procurement Manager, in preparation and submission of reports for USDA, Feeding America, and other programmatic partners.
- In partnership with the Director of Procurement & Supply Chain, execute food recall protocols and ensure proper traceability.

**Required Skills & Qualifications**

- 5+ years of professional experience in inventory, supply chain, or distribution management, with increasing responsibility.
- Experience with perishable inventory and ERP systems (preferably CERES).
- Proven leadership in team management, coaching, and talent development, particularly in diverse and dynamic environments.
- Strong understanding of inventory control principles and reconciliation best practices.
- Demonstrated ability to lead process improvement initiatives and cross-functional projects.
- Excellent written and verbal communication skills; highly organized with a strong attention to detail.
- Proficient in Microsoft Office Suite (Excel, Outlook, Word, PowerPoint) and capable of data analysis for KPI tracking and reporting.
- ServSafe certification preferred or ability to obtain within 6 months of hire.

**Personal Attributes**

- Commitment to equity and inclusion with a strong alignment to the mission of advancing food justice.
- Innovative mindset with a passion for operational excellence and efficiency.
- High integrity, humility, and a collaborative spirit.

- Strong problem-solving skills, with a proactive and solutions-oriented approach.

**Physical & Work Environment Requirements**

- Primary work is performed in a refrigerated office environment located within the warehouse.
- Ability to lift and carry items up to 25 pounds.
- Ability to walk, stand, bend, stoop and sit at a computer for extended periods.
- Willingness to occasionally work in warehouse and outdoor environments as needed.

**Union Representation: ACCFB is in partnership with and has a newly established labor union for a portion of our staff. This position is NOT part of the labor union OPEIU, Local 29.**

**COMPENSATION AND BENEFITS**

This is a full-time, exempt position working Monday through Friday, 7:00 a.m. to 3:30 p.m. (7.5 hour workday, 30 minute unpaid lunch). The non-negotiable starting salary $102,000/year. We offer an outstanding benefit package including:

- Medical: ACCFB pays 100% for employees and 93% for dependents for our Kaiser HMO. Buy-up options to Blue Shield are available.
- Dental: 100% employer-paid for employees and their dependents.
- Vision: Paid by employees.
- Paid time off starting at: 15 vacation days, 12 sick days, 13 holidays, 1 personal day and four paid early closures annually.
- Pre-tax Flexible Spending and Commuter Accounts.
- Pet Insurance at ACCFB discounted rate.
- Employer-paid life, AD&D & LTD insurance, as well as buy-up options for increased coverage.
- 403(b) plan available on the first day with employer match after one year. Fully vested at three years.
- Employee Assistance Program for employees and dependents.
- Personal financial coaching and an interest, service fee and credit requirement-free short-term loan program.

**If you meet these qualifications and want to join our mission, please send your** *resume and answer the application questions* **on our careers page located at** accfb.org/careers/

Alameda County Community Food Bank honors our differences and is committed to creating a workplace that celebrates and reflects the diversity of our Community. Applicants who contribute to this diversity are strongly encouraged to apply. ACCFB provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, ACCFB complies with applicable state and local laws governing nondiscrimination in employment in every location in which the ACCFB has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

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