

# Position Announcement Inventory Control Specialist



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## About Second Harvest of Silicon Valley

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger and is one of the largest food banks in the nation. The organization distributes healthy groceries through a network of 310 partners at 1,000 sites in Santa Clara and San Mateo counties. Due to the prohibitively expensive cost of living in Silicon Valley, hunger is at an all-time high as more and more families are forced to sacrifice nutritious food for housing. Second Harvest is helping to keep people healthy by providing enough nutritious food for more than 58 million meals a year — half of which is fresh produce. Second Harvest also connects people to federal nutrition programs and other food resources, and advocates for anti-hunger policies on the local, state and national levels. To learn more about how Second Harvest is building a hunger-free community, visit [shfb.org](http://shfb.org)

## About the position

Work as a team member to support all Inventory functions and documentation for Second Harvest of Silicon Valley. This position will work collaboratively with cross functional teams to execute Second Harvest's mission. Responsibilities include inventory control related activities, order allocation and special projects as assigned.

## Duties and Responsibilities:

### Inventory Control:

- Perform daily inventory cycle count, research product/location/quantity discrepancies and reconcile physical inventory with data in Ceres
- Responsible for accurate and timely data entry of all required inventory activities such as but not limited to product reclassification, cycle count results, item number creation/maintenance, etc.
- Responsible for collecting the waste log and creating journal entries in CERES daily
- Coordinate transfers to and from various sites and storage locations
- Reclassify products and assign product codes as required
- Monitor aging for assigned product category and/or by location and communicate accordingly

### Distribution:

- Monitor inventory levels to ensure adequate inventory on hand at the appropriate location
- Create agency orders daily based on program parameters, etc

### Other Responsibilities:

- Coordinate between warehouses and storage to maintain a consistent process
- Perform other duties as assigned in order to satisfy Agency/Operations goals and objectives
- Provide backup support to Inventory team in the following areas:
  - Create donation and agency allocation orders
  - Perform month-end closing
  - Assist team members in resolving inventory issues

Certification:

- ServSafe training and certification is required within one year in position.

**Minimum Qualifications:**

- High School diploma or equivalent. College degree preferred. Minimum of 2 years work experience in inventory control practices and procedures, including knowledge of receiving, inventory tracking, food storage, food handling, food safety and distribution practices.
- Strong analytical and organization skills. Ability to analyze, graph & present inventory reports and issues.
- Demonstrated ability to organize, plan and carry out work assignments independently to meet specific timelines and dependable in maintaining work hours.
- Demonstrated ability to maintain accurate records. Strong math skills including rate and percent calculations. Write reports and record transactions with proper format and legibility.
- Technical skills: Microsoft Office suite of programs with demonstrated proficiency in Excel.
- Ability to perform multiple duties with minimum supervision to meet specific timelines. Apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic forms.
- Ability to make frequent changes of routine and pace of activity due to unpredictable constituent demands without loss of efficiency or composure.
- Ability to multi-task and set work assignment priorities.
- Proven ability to work as a team player and interact constructively with individuals from a variety of socioeconomic backgrounds in a culturally diverse work environment.
- Excellent customer service and communication skills. Demonstrated ability to communicate ideas clearly - orally and in writing.
- Demonstrated ability to manage difficult situations, both in person, by email and on the telephone.
- Up to 50% of the time; remain in a seated position while operating computer and/or telephone equipment.
- Possession of a valid California driver license and a clean DMV record. Willingness to drive personal vehicle, as necessary. Compensation for business mileage to be reimbursed at standard IRS rates.

Physical Requirements:

- Possess the mobility to maneuver throughout the warehouse
- Exert force and/or lift or carry items safely weighing twenty five (25) to fifty (50) pounds occasionally, and up to twenty (20) pounds frequently.

Work inside freezers and coolers with a temperature range of –10 degrees F. to 38 degrees F.

Reports To:	Inventory Control Supervisor
Location:	San Jose, CA - Cypress Center, 4001 North 1st Street, San Jose, CA 95134
Hours:	40 hours/week, with some evening and weekend work as necessary.
Compensation:	Competitive salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off, ten paid holidays, and retirement plan.

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