



**SECOND HARVEST**  
of SILICON VALLEY

## Position Announcement Inventory Receiving Specialist

### About Second Harvest of Silicon Valley

Founded in 1974, Second Harvest of Silicon Valley is a trusted leader in ending local hunger, distributing healthy groceries through a network of 310 partners at 1,000 sites in Santa Clara and San Mateo counties. This also makes Second Harvest one of the largest food banks in the nation. 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 over 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

As the Inventory Receiving Specialist, you will be responsible for verifying and accurately recording the inbound donations and purchases. This will require working closely with the food sourcing and warehouse operations team to ensure the accuracy of the inventory at the point of entry. You will also be responsible for supporting and understanding all inventory control functions and processes. Your attention to detail and straightforward data entry is key to supporting the mission of Second Harvest of Silicon Valley.

### Duties and Responsibilities

- Verify the product descriptions, weight and inventory counts of all the inbound items received by the operations warehouse receiving team.
- Collaboratively work close with the operations warehouse receiving team to prevent any discrepancies on receiving paperwork.
- Accurately input receiving data for inbound products, verifying all paperwork and documentation are complete.
- Receive the inventory items within a timely manner to ensure temperature sensitive-items are physically put away and made available for immediate distribution.
- Assign or create new item numbers and make changes to existing items when needed
- Properly scan, store and link receiving paperwork to internal database for electronic accessibility and visibility.
- Process credit memos for returned inventory within a timely manner and inform warehouse operations when complete and ready for physical put away.
- Provide support to the inventory control team with researching discrepancies, completing product reclassification, coordinating product transfers and performing cycle counts as needed
- Perform other duties as assigned in order to satisfactorily complete Second Harvest of Silicon Valley's goals and objectives.
- 1 to 2 years applicable work experience



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**Curtner Center**  
750 Curtner Avenue  
San Jose, CA 95125  
408-266-8866

**Cypress Center**  
4001 North First Street  
San Jose, CA 95134  
408-266-8866

**Bing Center**  
1051 Bing Street  
San Carlos, CA 94070  
650-610-0800



## Position Announcement Inventory Receiving Specialist

### Qualifications

- Experience in warehouse receiving or inventory control practices with knowledge of inventory tracking, food storage, food handling, food safety and distribution practices preferred.
- Excellent customer service skills with the ability to effectively communicate and interact with coworkers, managers and potential donors.
- Excellent verbal and written communication skills.
- Strong organizational and technical skills, including the ability to use Microsoft Office programs (proficiency in Excel a plus).
- Ability to multi-task and set work assignment priorities.
- Ability to execute tasks in a timely manner under a high stress, fast-paced environment
- Flexibility to adjust in a changing environment and willingness to take on additional responsibilities
- Ability to function in an office and warehouse environment that may include working inside freezers and coolers and potentially needing to lift items weighing twenty (20) to fifty (50) pounds.
- Completion of the food safe certification within 90 days of employment.
- Ability to perform duties in accordance with Second Harvest's Safety Policies and Injury Prevention Program.
- Possession of a valid California driver's license and a clean DMV record. Willingness to drive personal vehicle, as necessary. Compensation for business mileage to be reimbursed at standard IRS rates.

<b>Reports To:</b>	Supply Chain Logistics Manager
<b>Location:</b>	Second Harvest of Silicon Valley Cypress/Curtner/Brennan Distribution Centers
<b>Hours:</b>	Full-time, Non-Exempt. Regular schedule with occasional evenings and weekends.
<b>Compensation:</b>	Salary commensurate with background and experience. Outstanding and generous health benefits program, Flexible Time Off (FTO), ten paid holidays, and retirement plan.

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UNDER-REPRESENTED GROUPS ARE ENCOURAGED TO APPLY



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