

## **JOB POSTING Food Sourcing & Inventory Specialist (Full-Time)**

### **Mission**

Empowering communities to eliminate hunger by providing food, education and resources through innovation and collaboration.

### **SUMMARY**

Development of sound relationships throughout the food industry as well as serving as the liaison between TAFB department staff. Maintain data and records associated with respective donor accounts. Monitor and report donation progress. As well as oversee all the activities in an organization related to ordering, receiving, storing, and distributing of the inventory.

### **Essential Duties and Responsibilities**

#### **Food Resources**

- Work with team members to secure food donations through local donations, governmental agencies, Feeding America, produce brokers, and other food banks.
- Develop, maintain, and strengthen donor relationships by providing effective working relationships and deal tactfully, cooperatively, and effectively with staff members, agencies, product brokers, other food banks and food donors.
- Monitor sales trends and availability of product; analyse and project demand weeks to months ahead to ensure that food supply and available funds consistently mirror demand throughout fiscal year.

#### **Inventory**

- Participate in accurate inventory control measures including periodic physical inventory and cycle counts, and the investigation of discrepancies.
- Monitor inventory daily and identify product to procure, either through purchase or donation.
- Select, bid on, and/or purchase product through wholesale, acquire donations, State Associations and USDA Program as needed, and as determined by available resources.
- Support weekly, monthly, and quarterly reporting on product distribution and inventory records for various programs and agencies (USDA, Feeding America).

#### **Required Knowledge, Skills and Abilities**

- Demonstrates proficiency in the use of inventory software.
- Knowledge of inventory control practices, procedures, and recordkeeping methods.
- Excel and Word
- Exhibits ability to interpret and explain inventory and sales.

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- Demonstrates strong organizational skills -*strong attention to detail*.
- Exhibits ability to think creatively to devise best inventory control practices.
- Demonstrates strong interpersonal and customer service skills.
- Works well with a team.

#### **Work Environment**

- Working hours will be spent in the DC floor, tracking, and organizing inventory.
- Time will be spent in an office, processing paperwork.
- Standard 40-hour workweek applies.
- Shifts vary from day to evening.
- Physical labor such as lifting and moving heavy boxes of supplies may be required on a regular basis.

#### **Benefits**

- 3 weeks PTO + 3 weeks of Holiday per year
- 90% employer paid health insurance (individual coverage)
- 100% employer paid dental, basic life insurance, short and long term disability
- 4% contribution to retirement plan after one year of service + 3% employer match

#### **How to Apply**

Please include a cover letter outlining recent experience with your resume and submit to [Jobs@tafb.org](mailto:Jobs@tafb.org)

Tarrant Area Food Bank is an Equal Opportunity Employer. Drug testing is required.