

LOS ANGELES REGIONAL FOODBANK JOB AD

POSITION: Inventory Control Manager
SUPERVISOR: Director of Inventory Control
STATUS: Exempt

LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.

Company:

The Mission of the Food Bank is to mobilize resources to fight hunger in our community. We provide food to more than 300,000 clients on a monthly basis and distributed 67 million pounds of food in 2018 to children, seniors, working families, veterans and other neighbors in need. Los Angeles Regional Food Bank employees are hired based not just on their skills, but also their commitment to our mission. This means that each of us, working together, will do all that we can to fulfill our vision that no one goes hungry in Los Angeles. Our core values include: Respect, Stewardship & Accountability, Collaboration, Urgency, Service, Integrity and Diversity. Our organization is committed to maintaining a positive and engaging workplace for all its employees.

Essential Functions

This position works closely with the Director of Inventory Control to over-see inventory management and cycle counting in food distribution warehouse, as well as handle data management of all inventory items, inventory records and preparation of related reports. The Inventory Control Manager will also assist in determining foods to be distributed based on supply, demand and shelf life. This position also works closely with Agency Relations and Operations for enhanced service to registered charitable agencies.

The Inventory Control Manager's responsibilities include, but are not limited to, determining objectives and key results for the department, establishing best practices and metrics/deliverables goals; managing staff of Receiving Clerks, Cycle Counters & IOC Clerks, including recruitment, discipline, training and termination of regular, temporary and volunteer staff; managing all inventory processes and transactions including FIFO movements, inbound receiving, outbound distributions and off-site inventory; ensuring proper receipt, distribution, and reporting of commodities utilized under the USDA Emergency Food Assistance Program and USDA Commodity Supplemental Food Program and leading and maintaining an audit ready and compliant environment.

Qualifications:

- APICS certification or equivalent certification.
- 3-5 years inventory management/supervisory experience within a warehouse distribution environment.
- 2+ years of food distribution experience preferred especially with frozen/temperature controlled perishables.
- Experience with ERP Systems and with receiving/production/distribution schedules.
- Extensive experience with cycle counting, receiving and order processing.

- Proficiency with Excel and/or Google Sheets and/or emerging technologies designed to enhance customer/employee experience.
- Must travel between locations regularly, clean DL and reliable vehicle with insurance required.
- Effective writing and oral communication skills, good presentation skills.
- Goal driven and a self-starter, excellent follow-up and follow-through capabilities.
- Have the ability to work with a diverse group of people and the ability to manage and lead a team.
- Must be able to manage multiple projects and be able to set priorities, often with competing deadlines.
- Sound interpersonal skills with demonstrated ability to listen and evaluate opinions, suggestions and recommendations of others.
- Passion for the advancement of the organization's mission.
- Commitment to the seven values of the organization: respect, stewardship & accountability, collaboration, urgency, service, integrity and diversity.
- Bilingual, Spanish/English highly desirable.

Benefits:

We offer a competitive benefits package:

- Medical, dental, vision, flexible spending accounts.
- Employer paid Life Insurance and Long Term Disability.
- 403(b) retirement savings plan.
- Employee Assistance Program.
- Travel and mileage reimbursement.
- Vacation: 2 Weeks for the first 3 years.
- Sick Time: 10 days per year.

If interested in this position, please apply directly at <https://www.lafoodbank.org/jobs/> with résumé. As a part of the Food Bank's pre-employment screening process, all potential employees are subject to a Criminal Background Check.

The Los Angeles Regional Food Bank is proud to be an "Equal Opportunity Employer."