



# Position Description

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<b>POSITION TITLE:</b>	Inventory Planner & Analyst	<b>DATE:</b>	March 2021
<b>DEPARTMENT:</b>	Operations and Supply Chain		
<b>REPORTS TO:</b>	Director of Operations and Supply Chain	<b>FLSA:</b>	Exempt

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Want to make a difference in your community? Every day, a group of talented, passionate, kind, hard-working people come together with one goal in mind – to improve our world. Specifically, we want to be sure that people in need of food receive help. We're working to *End Hunger in Our Community*.

As with other disasters our community has experienced, we find ourselves on the front lines of response and need your help to support our effort. We are looking for a driven, pragmatic individual to add to our team of highly motivated hunger relief workers.

We have a strong set of Core Values developed by and for our team. We want to be clear with one another who we are when we come to work. The overarching themes are – Show Up Together, Bring the Joy, Nurture Each Other, and Seek Excellence.

We provide food to 82,000 people throughout the year (1 in 7 people!). We consider our efforts to be noble, and the fight just.

## **JOB SUMMARY**

The Inventory Planner & Analyst facilitates and manages the activities ensuring and verify the safety and accuracy of inventory. Using best practice inventory methodology, this position builds process and ensures adherence through training and oversight. This position owns the inventory and the movement of inventory within the facility as well as between any 3PL's and offsite locations. This role play a key role in inventory-related system implementations and enhancements. This position is highly collaborative with warehouse management and operations team members.

## **MAJOR RESPONSIBILITIES AND ESSENTIAL FUNCTIONS**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities to this job at any time due to reasonable accommodation or other reasons. To perform this job successfully, an individual must have regular and reliable attendance and be able to perform each essential function from the list below satisfactorily, with or without reasonable accommodation.

- Inventory movement and transfers
- Creation of BOLs and coordination with carriers
- Updating internal receiving schedules
- Tracking and confirmation in the system using key elements
- Creation of Box Builds and BOMs
- Tracking and Management of the different product categories and channels
- Movement of product between WH to ensure sufficient inventory
- FEFO and FIFO oversight
- Scheduling and Management of Cycle Counts
- Product movement between Bulk vs. Pick
- Review Variances through internal processes
- Process inventory adjustments using the inventory adjustment procedure and packet
- Research discrepancies
- Communication to Program Director
- Annual Physical Inventory prep and management
- Reconcile physical and systematic inventories at 3PL's

- Review and Manage Inbound Product Deliveries and Flow and work with Receiving team and Warehouse Management for Put-away process
- Order USDA commodities based upon menu guidelines
- Input receipts into web portals
- Preceipt Creation and oversight
- Stakeholder in implementation and training of new systems and enhancements
- In the event of a disaster all REFB staff are expected to be available for work once they have secured the safety of their homes and families.
- Develop constructive and cooperative working relationships.
- Maintain AIB and Feeding America standards.

### **SKILLS AND QUALIFICATIONS**

- Ability to understand and communicate processes and procedures.
- Experience and comfortable with evolving technology and systems.
- Ability to be proactive, take initiative and to work collaboratively.
- Deadline and detail oriented.
- Ability to work with staff, customers and volunteers from diverse backgrounds.
- Principles and practices of safety programs.

### **WORKING ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment consists of a busy warehouse environment and operating vehicles on roadways where safety is a top priority. Candidates will need to have the ability to work under deadlines that may require overtime and weekend work on a periodic basis.

Reasonable accommodation will be provided to enable qualified individuals with disabilities to perform the essential functions of the position so long as it does not cause an undue hardship on the REFB.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to stand and walk; use hands to type, finger, handle, and feel; talk and hear. The employee is frequently required to reach with hands and arms above and below shoulder level. The employee is occasionally required to sit, crouch, and bend down at the waist. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

During a disaster, you and your family's safety is the first priority. As an essential service provider and, at times, a first responder, you are requested report to work as needed, or, at a minimum, to communicate your inability to report to work to your supervisor. Depending upon the nature of the emergency, regular staffing responsibilities may change.

### **SHARED COLLECTIVE RESPONSIBILITIES**

With a goal of creating a cohesive working community, all staff are required to treat one another respectfully and operate with our Core Values as their operating principles. Consider the following:

- Create a safe space to allow and invite truth telling to occur.
- Act with honesty, trust and transparency and deliver on my commitments.
- Be present for the people who work in front of me today.
- Maintain an open mind and be open to different points of view.
- Consistently seek to do better and offer my best self.
- Practice empathy and understanding with all people
- Learn from failure, mine and others

## POSITION DESCRIPTION ACKNOWLEDGEMENT

I acknowledge that I have received a copy of this job description.

I understand that:

- This job description does not represent an employment contract and that my employment relationship with the REFB is at-will
- This position description is subject to change and other functions may be assigned/reassigned at management's discretion at any time
- I understand that I am expected to adhere to all company policies

It is my responsibility to:

- Read the job description
- Ask questions if I need additional information or clarification regarding items covered in this job description
- Work with management should the need for a reasonable accommodation present itself

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Employee Name (printed)

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Date

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Employee Signature

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Date