



### **Manager of Inventory Control and Quality Standards**

Responsible for working with the operations team to achieve overall continuity in systems, processes, quality and inventory. Develop strategies for better and more efficient operations and inventory control. Provide statistical analysis of key measurements to management for short and long term strategic planning. Work as team member by effectively communicating gap analysis and review of Standard Operation Procedures. Reports to Director of Operations.

#### **General Responsibilities:**

1. Oversee system transactions while working to insure audit compliance in accordance with Feeding America guidelines.
2. Administer Hazard Analysis Critical Control Points (HACCP) plan.
3. Work with Warehouse and Distribution managers to coordinate daily cycle counts of the inventory, audits for outbound agency orders, inbound receiving and salvage operations.
4. Perform inventory audits in branch facilities.
5. Responsible for storage and retention of company records.
6. Manage full physical inventories quarterly and annually including Fairfield facility.
7. Insure product is properly rotated to provide quality and reduce spoilage.
8. Check expiration dates to insure code dates are still within limits.
9. Work with all managers to enforce policies and procedures and investigate irregularities to insure accuracy of inventory.
10. Insure that all products are in accordance with FIFO inventory standards.
11. Participate in and/or coordinate product recalls.
12. Create reports as required by Feeding America and Connecticut Food Bank, and provide in depth statistical analysis to streamline Operations, Inventory and Procurement.
13. Cross-train in all general warehouse managerial duties.
14. Work as a liaison between Director of Operations and staff to create and enforce Standard Operating Procedures that assures accurate inventories and efficient operations to maintain compliance with Feeding America, Federal and State regulations as well as Connecticut Food Bank's internal policies.
15. Perform other related duties as assigned by the Director of Operations.

#### **Job Specifications/Requirements:**

- Candidate must have minimum of 5 years experience working with computerized inventory system and understanding of inventory control practices.
- Background in the food industry strongly preferred. Experience in hunger relief a plus.
- 3 to 5 years of supervisory experience.
- Bachelor's degree in related field
- Candidate must have strong organizational, general warehousing knowledge, interpersonal, written and oral communications skills.
- Candidate must be motivated self-starter, team player and have demonstrated problem solving and decision-making abilities.
- Preferred pallet jack/forklift certification.
- Ability to lift up to 60 pounds.
- Must be able to contribute to a positive work environment.

**Send cover letter with salary requirements and resume to:**

**hr@ctfoodbank.org  
203-469-4871 (fax)**