



INVENTORY & PROCESS IMPROVEMENT MANAGER

Responsible for overseeing the inventory in Wallingford and Bridgeport facilities. Monitoring of product aging and inventory through-put of core food items and prevention/reduction of waste. Ensure continuous quality improvement through documentation and reporting. Reports to the Director of Operations.

General Responsibilities:

1. Perform daily cycle counts and reconcile the inventory records.
2. Work with the Warehouse Manager to correct any discrepancies.
3. Reconcile Inventory Evaluation Report.
4. Submit monthly and quarterly reports to Feeding America.
5. Create supply and distribution monthly projections for core food categories and work with Procurement and Member Services to monitor progress.
6. Create weekly and monthly inventory reports for Operations.
7. Oversee product recall procedures and act as lead on recalls.
8. Perform inventory audits on outbound agency orders and agency invoices.
9. Responsible for year- end physical inventory in the Wallingford and Bridgeport facilities.
10. Monitor on-line ordering system to insure product is being presented to member agencies.
11. Insure accuracy of data in Warehouse Management System and report deficiencies with recommendations.
12. Monitor capacity and report dead and non-moving product.
13. Enforce Standard Operating Procedures that assure accurate inventories and efficient operations to maintain compliance with Feeding America, Federal and State regulations as well as Connecticut Food Bank's internal policies.
14. Perform other related duties as assigned by Director of Operations.

Qualifications/ Requirements

- Bachelor's Degree and at least 6 years of progressive leadership in distribution and logistics.
- Minimum of 5 years experience working with a Warehouse Management System (WMS) and understanding of inventory control practices.
- Minimum of 3-5 years management/supervisory experience.
- Background in the food industry strongly preferred. Experience in hunger relief a plus.
- Proficiency in Microsoft Office and strong warehousing analytical skills.
- Excellent customer service and communication skills (oral and written).
- Preferred pallet jack/forklift certification.
- Ability to lift up to 60 pounds.
- Must be able to contribute to a positive work environment with commitment to social justice.

Send cover letter with salary requirements and resume to:

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