

Harvest of Hope Pantry Inventory Associate Job Description

Position: Inventory Associate
Supervises: N/A
Schedule: Varies with Pantry needs
Guaranteed 20hrs per week (3 days)
Pay: Hourly, Non-exempt, \$14/hr.

Position Summary:

The Inventory Associate assists in operations, food inventory and stocking at the Pantry. This includes, but is not limited to:

Food:

- Receiving, unloading and recording all food donations, including writing of donation receipts
- Maintain and accurately record all food donations, food which is thrown away, and inventory logs
- Providing direction to volunteers working inventory, including sorting, shelving and/or stocking needs
- Communicating inventory needs to support ordering
- Assist with organizing shopping floor stock, including but not limited to:
 - Sorting and shelving donations in inventory to facilitate efficient restocking of shopping floor
 - Ensuring fully stocked shopping floor racks with the best variety possible
 - Stocking fresh fruits and vegetables in cooler or on produce racks
 - Stocking afternoon clients' sandwiches according to recent attendance
 - Keeping bonus item racks well stocked, especially with large-inventory food items and/or those not moving well
 - Abiding by the 'first-in-first-out' rules to minimize waste and ensure rotation of food.
 - Communicating inventory needs to support ordering

Facilities:

- Ensure safe, clean and efficient operation of the food pantry under Food Safety regulations
 - Ensure compliance of self and volunteers with Nutrition and Food Safety policies
- Assist with opening and closing duties of Pantry when on site
- Assist with maintenance and cleanliness of van
- Maintain sustainable inventory tracking system
- Perform other duties as requested/needed

Required Qualifications:

- Must be able to consistently lift 50Lbs
- Must have a 'team-player' mentality
- Ability to communicate effectively with both staff and volunteers
- Some knowledge of food safety, or an eagerness to learn
- Valid CO Drivers License and ability to drive a passenger van
- Basic knowledge and skill of Google, Microsoft Word, and Excel; ability to adapt to new software
- Ability to multi-task and prioritize, while staying calm and collected
- Receives and executes directions well

Desired Qualifications and Characteristics:

- Some previous experience with food inventory or stocking
- Interest and/or experience in non-profit and human services
- Spanish speaking is a plus, but not required
- Compassion and empathy for those experiencing homelessness and/or hardships
- Ability to see processes and strategize for maximum efficiency