

# Kitchen Inventory Specialist

## Job Description

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<b>Reports To:</b>	Executive Chef
<b>Supervisory Responsibilities?</b>	No
<b>FLSA Classification</b>	Non-Exempt
<b>Work Status</b>	Full Time
<b>Effective Date</b>	July 30, 2020
<b>Revision Date(s)</b>	Aug 24, 2021

### **POSITION SUMMARY**

Overall responsibility is collaborating with team members to plan, organize and monitor the daily movement, receiving, storage and FIFO rotation of kitchen inventory products. The Kitchen Inventory Specialist will ensure proper staging for pulling, counting and inspection while conserving space and complying with safety procedures.

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Second Harvest Food Bank (SHFB) believes that each employee makes a significant contribution to the success of the company; that contribution should not be limited by the work identified, assigned tasks, and overall responsibilities. Each employee is expected to offer his/her talents, expertise, and services whenever necessary to ensure the achievement of company goals.

### **ACCOUNTABILITIES**

- Maintain expertise in kitchen inventory system (Excel) as well as develop expertise in new kitchen software (Computrition).
- Work efficiently to facilitate the identification, quick retrieval, and dispatch of products (i.e., minimize waste).
- Correctly pull, stage, and identify products for kitchen transfers as well as in-house kitchen use.
- Abide by inventory control procedures and assist in variance reconciliations when needed.
- Maintain accurate and complete records.
- Operate and maintain warehouse equipment in a safe and prudent manner (e.g., forklifts, pallet jacks, dock levelers, hand trucks, etc.).
- Adhere to all safety and security guidelines.
- Maintain a clean and orderly work area. Remove shrink wrap and tape from dock pallets, wipe cases and make them presentable.
- Follows all AIB, FA, OSHA, and other Federal, State, and Local requirements.
- Participate in meetings and committees as appropriate.
- Comply with all SHFB policies and procedures.
- Maintain a professional, positive, and courteous manner.
- Perform other duties as assigned to meet company needs.
- Receives kitchen products from vendors in the facility. Breaks down mixed pallets and consolidates product.
- Stages and pulls all kitchen inventory to the kitchen daily and as needed. Completes proper documentation to allocate inventory.
- Assists with daily shipments /packing and distribution of meals to the appropriate site locations. Kids Programs, Senior Program, including daily packing of the frozen meal program.

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- Assists break down and identification of donated products and records in inventory workbook on hand values.

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### **QUALIFICATIONS**

**Education:** High school diploma or equivalent is required.

**Experience:** At least 1- 3 years' experience that is directly related to the duties and responsibilities specified. Forklift certification a plus or experience operating a forklift with willingness to obtain certification.

### **Skills and Capabilities**

*The ideal candidate will possess many of these professional and personal abilities and attributes:*

- Ability to operate standard warehouse equipment including, but not limited to, pallet jacks, forklifts, dock levelers, and other materials-handling equipment.
- Able and willing to work in extreme weather conditions and to work within varying indoor temperatures (e.g., freezers, coolers, and buildings that are not temperature controlled).
- Knowledge of inventory management. Knowledge of bar code technology a plus.
- Intermediate computer skills, particularly using MS Excel and Outlook. Knowledge of Navision a plus.
- Strong attention to detail and accuracy.
- Basic math skills with the ability to read, comprehend, and follow instructions/procedures.
- Able to work in a physically demanding environment which includes lifting and/or moving material weighing up to 50 pounds frequently, and heavier items occasionally.
- Walk, sit, squat, bend, twist, and reach at various heights above and below shoulder level.
- Ability to work in a results-oriented environment and perform against established performance standards.
- Able to work overtime as required.

**Allowable Substitutions:** A combination of education, experience, and/or training that provides the required knowledge and skills for the position may be considered in lieu of education and/or experience at the company's discretion.

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### **WORK ENVIRONMENT**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Job tasks are performed in a food distribution center where the noise level is medium to high, the lighting levels are low, the setting is not temperature controlled, and there is potential for hazards. The position requires normal physical movement and endurance. Occasionally, warehouse duties for repacking or salvage may be required as well as the need to respond to issues outside of normal working hours (e.g., special events, disaster response, etc.). Heavy lifting equipment is used including forklifts and pallet jacks.

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Pushing, pulling, lifting, and/or carrying objects may be required – up to 50 lbs. frequently, heavier items occasionally. With forklift traffic in the facility and product stacked and stored throughout, this position requires someone who is mobile and who can watch for traffic and normal hazards of a warehouse environment.

By signing below, I acknowledge that I have read and understand this job description.

\_\_\_\_\_

Employee's Printed Name

\_\_\_\_\_

Employee's Signature

\_\_\_\_\_

Date

*The above statements are intended to describe the general nature and level of work performed by employees assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills. This job description does not constitute an employment agreement/contract between SHFB and the employee and is subject to change as the needs of the company and requirements of the job change.*