



Inventory Control & Purchasing Manager

We are seeking a skilled manager to lead the Inventory Control and Purchasing functions at the Food Bank. If you have purchasing, supervisory, and warehouse experience, and you are interested in being part of the Food Bank's mission, you might be the right person for this job!

The starting salary for this position is \$73,043 with a higher starting salary possible based on preferences as listed below.

In addition to a great work environment, we offer:

- 14 days of paid vacation to start
- 10 paid sick days
- 80% of health insurance premium is paid by the Food Bank
- 50% of dental insurance premium is paid by the Food Bank
- Plus, we match up to 3% of retirement plan contributions after 6 months with us

We are a Public Service Loan Forgiveness employer!

To apply please send a resume and cover letter to jobs@foodbankwma.org so we can get to know you.

JOB OVERVIEW

The Inventory Control & Purchasing Manager manages the activities of food purchasing, food donations, and the inventory of food products to support the Food Bank's mission and meet compliance requirements. Develops and implements purchasing and inventory control procedures to maximize efficiency, optimize workflow, and ensure regulatory requirements are met.

REPORTING RELATIONSHIPS

Reports to: Director of Food Operations

Supervises: Purchasing Coordinator, Food Donations Supervisor

ESSENTIAL FUNCTIONS

Inventory Control

- Ensures inventory cycle count programs are completed when scheduled or as needed, for all virtual and physical locations, including compiling and maintaining inventory reports and records.

- Investigates and resolves all inventory variances and other inventory issues and reports issues to the Director of Food Operations.
- Leads Food Operations Management team on developing and implementing inventory control error mitigation strategies.
- Provides inventory data and reports to internal and external parties as required (i.e., USDA, MEFAP).
- Populates and tracks inventory performance metrics and reports regularly for organizational and other reporting needs.
- Enters inventory data into the computer database, including transfers between virtual warehouse locations, inventory count adjustments, product transforms, and waste data.
- Monitors stock levels to ensure product is flowing through movement reports, transfers, and physical checks.
- Monitors and manages all warehouses to ensure stock levels are available and in sufficient quantity for distribution and our online shopping platform.
- Monitors all product expiration dates daily and notifies appropriate personnel when products are approaching expiration/disposition dates. Suggests methods for distribution to minimize waste and maximize order fulfillment following food safety regulations.
- Audits agency and direct service orders for accuracy and populates Food Operations metrics at established intervals.
- Once barcoding and locations are implemented:
 - Records database movement and ensures physical locations always match database locations.
 - Creates and maintains database locations as appropriate.

Food Purchasing

- Represents the organization in negotiations with suppliers and external parties.
- Creates and implements instructions, policies, and procedures for purchasing, provides training to staff and ensures their compliance.
- Collaborates with Food Operations management team to support division and organization purchasing goals.
- Develops strategies for product purchasing to maximize resources, meet organization objectives of healthy and culturally relevant foods, and adhere to contractual obligations (i.e. USDA, MEFAP). Collaborates with the Purchasing Coordinator to maximize efficiency in the purchasing and inventory control functions. Oversees, and in some cases directly performs the purchasing of product from state, federal, grant-funded, and privately funded budgets.
- Oversees and implements purchasing and recordkeeping systems.
- Negotiates and completes contracts with vendors for optimal cost and delivery times.
- With the Food Purchasing Coordinator, communicates with suppliers to resolve problems that may arise regarding delivery, quality, price, or conditions of sale.

Food Donations

- Responsible for food donation acceptance.
- Oversees the food donation activities (i.e., food drives, enabled program, local donations) and donor performance.
- Ensures all donation processes (i.e., acknowledgments, data entry) are being followed.
- Works with Food Operations team to address product issues, etc. with the donor as indicated.

Supervisory

- Works with Human Resources to interview and hire new staff.
- Ensures all supervisees have adequate training.

- Oversees the daily workflow and schedules of the department.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees in accordance with company policy.
- Must be punctual with regular and reliable attendance.

OTHER RESPONSIBILITIES

- Backs up Food Purchasing and Food Donation operations
- Assists with maintenance of warehouse cleanliness according to AIB procedures, Feeding America standards, and industry regulations.
- Communicates and coordinates with appropriate Food Operations management team members to ensure all areas of the warehouse maintain a high level of organization and cleanliness.
- Collaborate with supervisor and appropriate Food Bank staff to accomplish organizational goals.
- Follows all division, food safety, food defense, and Food Bank policies and procedures.
- Makes positive suggestions to improve our business processes and practices.
- Performs all other duties as assigned by the Director of Food Operations

WORKING CONDITIONS

- Work is in office and warehouse environments
- Varying temperature zones (dry, refrigerated, frozen) in the warehouse can range from -10 to 95 degrees Fahrenheit
- Frequent high noise level
- Height-related tasks
- Pest mitigation tasks
- Occasional outdoor work in all weather conditions
- Exposure and operation of powered equipment within different temperature zones, at times for extended periods

JOB SPECIFICATIONS/ REQUIREMENTS

- Education & Training: High School competencies or equivalent
- Experience – 3-5 years of purchasing experience; 3+years of supervisory experience
- 6 months minimum experience in ride on pallet jack operation and other material-handling equipment (i.e., forklift, electric walk behind pallet jack)
- Physical demands: standing, walking, driving, carrying, twisting, bending, swooping, twisting, & pushing/pulling. Lifting of objects weighing from less than 20 lbs. to 50 lbs. consistently to 80 lbs. occasionally (medical exam required).
- Class D Driver's License and driving record that is insurable by Food Bank coverage
- Travel is required for offsite inventory management
- Ability to meet production standards set by the organization
- Ability to read and understand written and numeric product identifiers
- Strong experience using MS Outlook, MS Word, and MS Excel
- Overtime, nights, weekends work if needed
- Maintains a positive and solutions-based attitude, even while under pressure and/or managing competing priorities and deadlines.
- High degree of technical and analytic skills.

- Safety toe shoes are required

OTHER SKILLS

- Excellent customer service and communication skills both oral and written; excellent interpersonal and relationship-building skills
- Ability to effectively prioritize tasks in a fast-paced environment.
- Strong sense of teamwork with the ability to foster and maintain a positive working environment with a diverse team
- Ability to follow and give directions/instructions and to work independently
- Ability to meet or exceed Food Operations goals and diligently works to course correct when needed.
- Working safely is a condition of employment at The Food Bank of Western Massachusetts

JOB PREFERENCES

- 2-5 years of inventory control experience
- Management experience
- 1-3 years of experience with food industry and food safety
- Bilingual – Spanish/English

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