



INVENTORY RECEIVER

COMPANY OVERVIEW

Feeding Tampa Bay food bank is a hunger relief organization who feeds the 700,000 hungry in West Central Florida. Feeding Tampa Bay is committed to building community awareness and creating an efficient food distribution network in a 10 county area

SUMMARY

This position is responsible for receiving in all product entering our warehouse, both physically and in our inventory management system.

JOB OVERVIEW

Email: ahughes@feedingtampabay.org

Phone: No phone calls accepted

Employee Type: Full-Time, Hourly

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Responsible for creating and maintaining item records in database as well as becoming familiar with reporting needs so incoming product is labelled correctly on receipt for donor and Feeding America National.
- Entering inbounds in a timely manner with a high degree of accuracy.
- Assisting warehouse receiving team in weighing inbounds, breaking down pallets, racking product, and tagging product.
- Performing and possibly reconciling cycle counts as well as researching reasons for discrepancies and correcting any issues found.
- Ability to work as part of a team and interdepartmentally to achieve distribution goals of FTB. May be required to help with other warehouse functions, such as picking, checking orders, and transferring product.
- May be asked to step into other inventory roles as needed, including order creation and product transfer.

MINIMUM QUALIFICATIONS:

High School diploma or equivalent and/or relevant amount of appropriate experience. Certified in the use of forklifts and electrically powered pallet jack or the willingness and capability to become certified. Food safety certification preferred. Able to lift/lower, push, pull, and carrying boxes/packages weighing up to 50lb for 8-hour shift. Ability to work in an environment that will contain variable temperatures and humidity, exposure to noise, dust/dirt. Able to bend, stoop, crouch, climb, stand, sit, walk and turn/pivot throughout an 8 hour shift, 5 days a week. Applicant should not have a fear of heights or use of a cherry picker forklift to perform cycle counts. Ability to work flexible schedules, including weekends. Excellent communication, organizational, and interpersonal skills. Proficient using the Microsoft Office suite (Outlook, Word, Excel) and promptness responding to emails. Ability to work independently and be accurate with data. Experience in Ceres 4.x or comparable ERP strongly preferred and/or experience using a database and/or the ability to learn an inventory management software quickly. Positive attitude and a good sense of humor.

Interested applicants: Send resume and contact information to: ahughes@feedingtampabay.org