

Position Title:	<b>Warehouse Inventory Specialist</b>	Department:	<b>Hunger Prevention Services</b>
Reports to:	<b>Distribution Services Manager</b>	Classification	Exempt <input type="checkbox"/> Non Exempt <input checked="" type="checkbox"/>
Hours:	<b>Full-Time</b>	Supervises:	Yes No X <input type="checkbox"/>

The primary focus of this position is to perform an array of functions that include receiving and processing incoming food deliveries, maintain inventory, create packing lists and maintain safe and clean work environment.

**Principle Activities:**

- Maintain inventory of food products by type and rotate product as needed in warehouse/cooler/freezer to ensure a first in, first out inventory system.
- Create packing lists of product to be used at food banks based on inventory availability and oversee the packing and loading of trucks with product.
- Oversee individual volunteers and group volunteers that are assisting in warehouse/food bank packing and inventory.
- Assist in accept incoming food deliveries by unloading product from trucks and perform product inspection to ensure delivery documents (bill of lading/shipping invoice) match order and quality of product is intact.
- Operate warehouse equipment to include forklift, pallet jacks, carts.
- Accept food and cash donations from donors.
- Drive agency vehicles to pick up and/or make deliveries as needed.
- Propose appropriate improvement to warehouse and distribution processes.
- Other Duties as Assigned

**Required Qualifications and Skills:**

- High School Diploma or equivalent preferred
- 1 – 2 years previous warehouse experience preferred
- Experience working with and/or supervising volunteers a plus
- Good communication and organizational skills
- Forklift experience preferred but training will be provided
- Ability to lift 30 – 50 pounds regularly and 50 – 75 pounds occasionally
- Able to pass background check
- Clean driving record
- Must possess the ability to be flexible and adaptable to a changing environment and working with a diverse population

If you wish to apply for this position, please email your cover letter and resume to:  
[recruiter@voaww.org](mailto:recruiter@voaww.org).

*Volunteers of America provides equal employment opportunities to all employees and applicants for employment without regard to race, sex, age, sexual orientation, marital status, color, creed, religion, national origin, disability, disability or status as veteran or special disabled veteran, use of trained guide dog or service animal by a person with a disability. We are in accordance with applicable federal laws and in compliance with the Americans with Disability Act, to include HIV Aids and other communicable diseases covered under the Act. Additionally, the agency complies with applicable state and local laws governing non-discrimination in employment.*