



Job Description

Job Description Title:	Receiving Clerk	Primary Supervisor(s):	Chief Information Officer
Location:	Gassaway WV; up to 25% Remote	Travel Required:	Minimal (less than 10%)
FLSA Classification:	Exempt – Salaried	Position Status (FT, PT, etc.):	Full time
General Workday/Week:	Tuesday – Friday 7:00-5:00 (up to 4 days); occasional evenings (<i>once a month Department meetings</i>)	Physical Demands:	Sedentary
Required Education and Experience:	High level of inventory experience or transferable skills.	Performance Expectations:	As directed.

PHYSICAL / ENVIRONMENTAL DEMANDS: *The table below shows how much on-the-job time is spent in the following physical activities:*

ACTIVITY:	None	Under 1/3	1/3 to 2/3	Over 2/3
Standing			X	
Walking		X		
Sitting				X
Using hands to finger, handle or feel				X
Reaching with hands and arms		X		
Climbing or balancing		X		
Stooping, kneeling, crouching, or crawling		X		
Talking or hearing				X
Tasting or smelling	X			
Driving		X		

This position is described as **sedentary** performing non-strenuous daily activities of an administrative nature. This position requires lifting or carrying items less than 10% of the time. Frequency of weight lifted is as follows: up to 25 lbs. under 1/3 of the time. This position requires both close and color vision as well as manual dexterity sufficient to work with the fingers. This position requires the need to frequently attend meetings before and after work hours. The work environment is well lighted, heated/air-conditioned indoor office setting with adequate ventilation. The noise level is moderate, as typical of a business office setting with computers, printers, light traffic and phone conversations. **Equipment Used:** Inventory Management System, Computer/laptop, telephone, copier, fax, scanner, printer, related communications systems



ESSENTIAL DUTIES & RESPONSIBILITIES

Receiving

- Help feed West Virginia's hungry through a network of member feeding programs by ensuring product is received accurately and timely each day.
- Ensures consistent, accurate receipting and reporting of all data going in and out of the inventory management system
- Responsible for receiving all product according to MFB policies
- Co-ownership of submitting receipt documentation to Feeding America accurately and at least one day prior to due dates
- Co-ownership of submitting receipt documentation to WVDA accurately and at least one day prior to due dates
- Process USDA allocation orders accurately – at the beginning and end of each shift
- Creates new inventory items in the inventory management system
- Enters, releases, picks, invoices, and confirms orders in inventory management system

Inventory

- Partner with the Inventory Control Clerk and Operations Department to complete daily physical paperwork and receive product into MFB's inventory management software accurately
- Process orders daily through a review, release, and pick process
- Support the warehouse staff by printing and filing pick sheets each afternoon for the following day for each section of the warehouse
- Support the Inventory Control Clerk in managing all inventory processes at all MFB locations
- Enters inventory receipts into the inventory management system
- Provides leadership and strategic direction to the Information System and Supply Chain Department based on performing routine data analysis, such as the monthly QPR update
- Collaborates with the Inventory Clerk, LFPA Coordinator, Local Food Coordinator, and Food Sourcing Coordinator to oversee and provide high level guidance on all purchasing and sourcing

Distribution

- Update orders with product added during pick-ups or deliveries
- Print agency invoices without error each day for each truck route the day prior to delivery
- Serves as the primary backup for the Inventory Control Clerk



- Promptly respond, within 24 hours, to communications from donors or agencies regarding in-bound or outbound deliveries
- For pickups and deliveries for agencies, generates pick lists by using inventory management system to pull orders, releases pick list to warehouse staff
- Routinely review food offerings assuring that products acquired are those desired by member agencies and direct distribution programs

Food Safety

- Attends annual food safety training
- Practices food safety policies to maintain an environment conducive to safe food handling and distribution
- Maintain active communication with regional food banks regarding best practices of food purchasing and logistics

Purchases

- Develop long-term food procurement and logistics strategies, that use MFB's strategic plan, to advance and achieve MFB's mission with support from Inventory Control Clerk and Data Specialist
- Create and implement processes and a system of forecasting supply chain to increase efficiency and effectiveness with support from Inventory Control Clerk and Data Specialist

Lead or support special projects and other duties as assigned.

JOB COMPETENCIES:

- Is an ideal team member – wise, humble, and motivated
- Demonstrates a passion, focus, and creativity around Food Bank vision, mission, and values
- Possesses a strong work ethic with orientation toward accountability, accuracy, and continuous improvement
- A perfectionist at heart, extremely detail oriented
- Proficient with technology, inventory management software, Microsoft Suites, and has a quick learning curve with new technologies
- Confidence in taking initiative to identify and propose remedies to problems while remaining extremely detail oriented, thorough, and creative
- Demonstrated success in collaborating as a team, with proven ability to motivate, initiate action, and foster cooperation both internally and externally
- Has previous experience and comfort being part of a team, and is confident in working together to meet goals
- Ability to effectively develop and maintain good working relationships with internal and external stakeholders (staff, USDA, and member agency partners, etc.)



- Ability to multi-task and prioritize duties with lots of moving pieces
- Understands and agrees to maintain absolute confidentiality regarding sensitive written and verbal information

2023/KW