



Receiving Clerk

Feed. Engage. Strengthen. Imagine a place where your talent can make a meaningful difference in people's lives. Working at Mountaineer Food Bank is a uniquely rewarding experience. Our employees and volunteers work together as vital parts of a much larger mission: to feed our hungry neighbors in West Virginia. We are innovative, mission-focused, diverse, collaborative, values-driven, and focused on results. We are a West Virginia non-profit and the state's largest feeding organization. Located in the heart of West Virginia, our mission is to feed West Virginia's hungry through a network of feeding programs and engage the state in the fight to end hunger.

What you'll do:

We need a true collaborator who will lead the receiving process and support inventory, distribution, and purchasing processes at Mountaineer Food Bank. You'll be a team member in the Information and Supply Chain Department (IS-SC), where you'll be committed to performing routine operations that provide stability and reliability for our neighbors, inform our strategic sourcing decisions through forecasting, and build critical relationships internally and externally, resulting in progress towards ending hunger in the Mountain State. That's where you come in.

Here are examples of what you'll be doing every day:

- *Receiving* - Ensure consistent, accurate receipting and reporting of all data going in and out of the inventory management system
- *Receiving* - Receive all products according to MFB policies
- *Inventorying* - Support the Operations Department by printing and filing pick sheets each afternoon for the following day for each section of the warehouse
- *Inventorying* - Support the Inventory Control Clerk in managing all inventory processes at all MFB locations
- *Inventorying* - Provide leadership and strategic direction to the Sourcing Team on all purchasing and sourcing through forecasting practices
- *Distribution* - Serve as the primary backup to the Inventory Control Clerk for all distribution
- *Distribution* - Respond to donors or agencies regarding inbound or outbound deliveries
- *Food Safety* - Maintain active communication with regional food banks regarding best practices of food purchasing and logistics
- *Purchasing* - Create, develop, and implement a long-term food procurement and logistics strategy via a forecasting system with support from Inventory Control Clerk and Data Specialist



And then there's you...

- Passionate about Mountaineer Food Bank's vision, mission, and values.
- Patient, friendly, and enjoys working collaboratively
- Creative and adaptable problem solver who stays one step ahead of the problem at hand
- Whether you're working on detailed data entry or developing a big-picture system for forecasting, both are invigorating for you
- Shifting priorities and juggling several tasks or projects doesn't intimidate or scare you
- Organizing, paying attention to details, and building out routines, systems, or processes are second nature to you
- Learning is fun and comes naturally to you – whether it's a new skill (like our inventory management system), building relationships (we work with thousands of folks from down the street to across the globe), or self-improvement (every employee will complete our Ideal Food Banker Development program that focuses on cultivating wise, humble, and motivated employees)
- A true believer. You want to change the world and help West Virginia! You are hopeful, helpful, and ready to keep your boots on the ground and eye on the prize.

We are an equal opportunity employer, and all applicants will receive consideration. We are committed to a diverse and inclusive workplace where we learn and work together to change West Virginia. Starting salary is \$35,600 to \$37,500 with annual merit-based raises. We also offer a 100% employer-paid health, vision, dental, and life insurance benefits package. Additionally, this position receives generous paid time off (24 days annually), a four-day work week, 11 holidays, a 401K option after one year, and dedicated professional development and growth opportunities. Send resume, references, and cover letter to chad@mountaineerfoodbank.org by

September 29th.

Feel free to direct any questions about this opportunity to Chief Information Officer Kayla Wright at kwright@mountaineerfoodbank.org. We look forward to talking with you!



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