

Organization: The Open Door
Position Title: Inventory Coordinator
Reports to: Logistics and Inventory Manager
Type: Full-Time (Hourly) 36-40 Hours per week
Job Location: Eagan
Hourly Rate: \$18.00-20.00

About The Open Door: Our mission is to end local hunger through access to healthy food. The Open Door is the largest food shelf in Dakota County providing fresh and healthy food to more than 16,000 individuals each month through a variety of innovative programs. Our Mobile Food programs make healthy food accessible to more than 30 sites across Dakota County each month, and our 13 Garden to table sites provide more than 350 plots for community members to grow their own food. Our work is powered by more than 1,200 volunteers each year and supported by a generous community of donors who make our work possible.

Position Summary

The Inventory Coordinator's primary responsibilities include supporting volunteers and staff in the daily tasks of stocking the on-site pantry, assisting with the drive-thru program, and staging food for the next day's offsite distribution. This position will work collaboratively with pantry staff to ensure evening operations run smoothly and clients and volunteers have a positive experience. The Inventory Coordinator will work under the direction of the Logistics and Inventory Manager and will work within the guidelines, policies and mission of the organization and will be accountable for specific projects as assigned.

This position is in an industrial setting with fluctuating temperature ranges, and involves lifting, loading, and driving Open Door vehicles. The position presents a balance of supporting volunteers and stints of manual labor.

The Open Door offers a competitive benefits package which includes Paid Time Off, Short-Term Disability, Long-Term Disability, Life Insurance, a Simple IRA with up to 3% match, and a healthcare reimbursement program.

Primary Duties & Essential Responsibilities

- Support, train, and lead volunteers to carry out the mission of The Open Door
- Assist with afternoon and evening operations in whatever capacity is needed
- Monitor inventory in pantry to ensure it remains well-stocked throughout the evening
- Follow Food Safety protocols for food storage ensuring compliance with Minnesota Department of Agriculture standards
- Support and enforce Warehouse Safety efforts under the direction of the Logistics and Inventory Manager
- Support efforts to ensure the accurate recording of inventory weight for use in financial reporting
- Ensure the warehouse is maintained in a clean, safe manner, including emptying trash/recycling/compost bins at the close of business
- Episodic support of other Food Distribution programs to ensure cross-functionality of program employees.
- Work collaboratively with Pantry Team, Logistics Team, and Volunteer Manager on volunteer training tools, recruitment needs, and feedback.

Experience and Skills

- High School Diploma or Equivalent
- 1-2 years related operations or warehouse experience
- Sound computer skills including MS Office 365 and database software
- Highly organized with ability to manage multiple responsibilities
- Ability to work flexible hours
- Ability to lift 40 pounds
- Ability to kneel, bend and twist
- Drivers' license and a good driving record

Ideal Competencies

- Strong desire to eradicate hunger in Dakota County
- Strong appreciation of volunteers and their value
- Ability to work independently and as part of a team
- Comfort interacting with people of all ages, cultural backgrounds, and life experiences
- Ability to resolve issues with clients of all ages, cultures and abilities without judgement or bias
- Ability to operate an electric pallet jack, training provided

Work Schedule

The Inventory Coordinator will maintain a weekday schedule of Monday through Thursday 11am-7:30pm and Friday 11am-4pm.