Job Description

Title: Receiving Clerk

Reports to: Executive Director

Attributes & Values

* Passion, focus, and creativity around Food Bank vision, mission, and values.
* Strong work ethic with orientation toward accountability, accuracy and continuous improvement.
* A perfectionist at heart and detail orientated.

SKILLS

* Teamwork- collaborator who enjoys working together to meet goals.
* Relationship Management- ability to work with team on multiple relationships-internal and external (staff, donors and member agency partners, etc.)
* Detail Focused- Must be able to manage every detail of a project or report as accurate as possible
* Technology orientated- must be able to utilize Microsoft Office and learn new software quickly
* Positive Attitude- Ability to work through different circumstances (change of schedule, weather, etc.) with a positive attitude.

Responsibilities and Duties

The Receiving Clerk will work with our Inventory Control Clerk to ensure accurate, expedient receiving of all product for Mountaineer Food Bank (MFB). The Receiving Clerk will work with operations to receive and process product, process orders, print pick sheets and invoices, and serve as the backup to the Inventory Control Clerk is their absence. The Receiving Clerk will provide documentation and reports to donors for received products.

## DUTIES AND RESPONSIBILITIES:

* Help feed West Virginia’s hungry through a network of member feeding programs by ensuring product is received accurately and timely every day.
* Work directly with the Inventory Control Clerk and Operations department to complete required physical paperwork daily and receive product into MFB inventory software accurately.
* Process orders daily though a review, release and pick process while working with Operations to complete daily inventory.
* Print pick sheets each afternoon for the following day for each section of the warehouse and file in the correct folders.
* Print agency invoices without error each day for each truck route the day before delivery.
* Submit receipt documentation to Feeding America accurately and one day ahead of due dates.
* Submit receipt documentation to WVDA accurately and one day ahead of due dates.
* Process USDA allocation orders accurately daily in the start of the shift and before the end of each shift.
* Answer the phone and respond to questions regarding orders, deliveries and receipts.
* Answer emails from donors and agencies about in-bound and out-bound deliveries within 24 hours of receipt if not sooner.
* Assist the Inventory Control Clerk with managing inventory at four locations in West Virginia as needed.
* Support the Inventory Control Clerk and Operations with daily inventory processes and serve as a second counter on physical inventory.
* Serve as the primary backup for the Inventory Control Clerk in their absence for processing orders, managing inventory counts and providing agency support.
* Performs other duties as assigned by the Executive Director.

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