

# Bridge Food Center

## Job: Purchasing Inventory

The Bridge Food Center is a volunteer run grocery store helping the ALICE (Asset Limited, Income Constrained, Employed) population. A supervisor and several volunteers are needed each day that the Bridge is open to serve customers. It is critical that the Bridge has well stocked shelves for our customers.

**Description:** The Bridge works with ~8 different suppliers and each have their own way of ordering, delivery or pick-up, invoicing, etc. Specific procedures are available for each of the suppliers. At a high level the volunteer is responsible to order appropriate levels of inventory from their supplier(s), coordinate pick-up or delivery times with other volunteers that will physically pick-up or receive the order. Once the order has arrived at the Bridge, inventory needs to be entered into Square which is the point of sale system.

Number of People Needed:

- 4 people total - each assigned a supplier or group of suppliers

Time Commitment:

- 3-5 hours week for Banana Brothers Produce
- 3-5 hours week for Sherwood
- ~10 hours for Detroit suppliers
- 4 hours for D&B
- 4 hours for Save a Lot

Frequency:

- Banana Brothers Produce
  - 1-2 hours weekly on Sundays or early Monday to check inventory and place order
  - 2-3 hours weekly on Tuesdays to receive and inspect inventory at time of delivery and enter inventory. Determine pricing as some items are priced by unit and some are priced per pound.

- Sherwood
  - 1-3 hours weekly on Fridays to check inventory, create order and send in order.
  - Communicate to supervisor and meat packaging team leader the types and quantities of meat ordered which need to be packaged and labeled.
  - 2 hours Tuesday morning to enter inventory, update pricing in POS and signs.
- Detroit suppliers (3)
  - 6-8 hours every 4-6 weeks to create & submit orders
  - Coordinate with warehouse team to schedule date for pick-up and put-away
  - 3-4 hours to enter inventory once received
- D&B and Save a Lot
  - Monthly or as needed to create order and enter inventory upon receipt
- Flexible for other suppliers

Requirements:

- 1) Willing to learn new ordering system(s) and Square POS
- 2) Attention to detail and analyzing inventory specific to ordering, inventory & pricing
- 3) Ability to compare prices between suppliers to ensure best price
- 4) Good communication skills