

# **Bridge Food Center**

## **Job: Inventory Accuracy Coordinator**

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. Having accurate inventory allows us to better serve our customers by ensuring we have the right items on the shelf. Minor adjustments are done throughout the year, but a full count should also be completed periodically. This is an activity that needs to be completed outside of normal business hours for the Bridge so that inventory is static.

**Description:** The Inventory Accuracy Coordinator will understand the mission of the Bridge. It is the job of the Inventory Coordinator to pull together a team and do a full inventory count twice a year. Inventory will be and adjusted as needed in the point of sale system. These events should be planned prior to large deliveries to make it easier to count!

Number of People Needed:

- 1 team lead plus a volunteer team

Time Commitment:

- 2-3 hours in advance of the count day for planning
- 8-12 hours twice a year to count

Frequency:

- Twice a year which is flexible, but working around low inventory counts at the Bridge.

Requirements:

- 1) Good communication skills
- 2) Organizational skills
- 3) Attention to detail