

## JOB DESCRIPTION

**POSITION:** Inventory Specialist Volunteer  
**SUPERVISED BY:** Distribution Center Manager/Inventory Specialist

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**POSITION SUMMARY:** As a Food Bank, Second Harvest Heartland manages and maintains over 90,000 square feet of dry, refrigerator and freezer warehouse space. The product from our warehouses is distributed to over 1,000 food shelves, soup kitchens, homeless shelters, senior community centers and other meal programs in 59 counties across Minnesota and western Wisconsin. Volunteers are needed to help track current inventory of our food by conducting weekly/monthly cycle counts. As an Inventory Specialist, volunteers will count and physically take inventory of our food. Be a part of the hustle and bustle and see our warehouse in action!

### DUTIES:

- Read printed copy of a spreadsheet to determine which food needs to be inventoried during that shift
- Find the location in the warehouse where that food is stored
- Count/weigh the pallets, boxes, cases of a certain food
- Record inventory of that food item on cycle count worksheet
- Work between dry warehouse and refrigeration space. No work in freezer necessary
- Move pallets around using manual pallet jack; forklift training can be provided.

### MINIMUM REQUIREMENTS:

- Reliability, punctuality, and accountability
- Attention to detail and counting accuracy
- Basic math skills and ability to use calculator
- Warehouse experience preferred, otherwise willingness to be trained
- Previous skills using battery powered pallet jack/forklift, otherwise willingness to be trained
- Committed to following warehouse and food safety guidelines
- Situational awareness and ability to work around or in close proximity to heavy equipment

### PHYSICAL DEMANDS:

- Able to lift up to 40 lbs. infrequently
- Able to stand for long periods of time
- Able to walk around warehouse for a 3-4 hour shift

### TIME REQUIREMENTS AND SCHEDULE:

- **Total time requirement:** 3-4 hours per week for a 6 month commitment
- **Days of the week:** one weekly shift Monday-Friday
- **Time of the day:** one weekly shift 8:00am-11:00am or 9:00am-12:00pm
- **Work site:** Maplewood Warehouse 1140 Gervais Ave, Maplewood, MN 55109  
Golden Valley Warehouse 6325 Sandburg Rd #1700, Golden Valley, MN 55427

### ORGANIZATION CONTACTS:

- Shipping and Receiving Staff
- Warehouse Staff
- Operation Management