



JOB DESCRIPTION

Title: CLUMPIES & GOOD DOG INVENTORY COORDINATOR	Team: CLUMPIES
Reports to: Inventory & E-Commerce Manager	Status: Full-Time, Non-Exempt

Summary

The Inventory Coordinator is responsible for the up-to-date coordination of Clumpies & GOOD DOG Food, Beverage, and Retail Inventories. Responsibilities of this position include the transfer and delivery of food, beverage, and retail products between Clumpies retail locations and inventory record-keeping. Under the supervision of the Inventory & E-Commerce Manager, the Clumpies & GOOD DOG Inventory Coordinator is responsible for the following:

Responsibilities

- Delivers excellent guest service to internal and external customers in line with the organization's mission, culture, and values.
- Models appropriate guest and partner interaction, displaying the values of the culture of excellence and leading in a manner that serves as an organizational model of our values.
- Updates back-end database for all POS systems ensuring that all products are up to date and ready to be sold in all locations.
- Ensures accurate receiving logs, monitoring incoming products according to all governing procedures.
- Maintains accurate invoice log for kitchen and store locations.
- Assists in unpacking, processing, and labeling of Retail merchandise.
- Maintains organization and cleanliness of Clumpies stock room and inventory areas.
- Codes invoices and submits to accounts payable ensuring that Clumpies remains on good terms with our vendors by prompt payment of invoices.
- Ensures timely and accurate processing of delivery dockets for all food & merchandise received at all Clumpies locations.
- Works with Senior Manager to gather information on new menu items to build and maintain recipes in POS and different labeling avenues.
- Enters daily ice cream production and updates corresponding tracking logs.
- Prepares stock list and delivers food and retail items to the Clumpies shops, truck, carts, online customers, and wholesale customers.
- Works with Senior Manager & Store Leadership to ensure each team logs waste and damages.
- Inputs transfers, and waste logs into POS to ensure product is moved through the system efficiently.
- Assists with online order fulfillment and performs stock adjustments as needed.
- Balances invoice log against monthly trial balance, communicating with Inventory & E-Commerce Manager as needed.
- Pulls monthly stock takes for Clumpies locations and inputs inventory counts into POS, communicating with stores on any re-counts as needed.
- Pulls Stock on Hand and Transfer reports to send to accounting after monthly inventory has been completed.
- Complies with all relevant portions of the Supply Chain Program as outlined in the Food Safety Plan. Including but not limited to, vetting new vendors, updating the FSP with product and partner changes, and requesting and filings 3rd party audits and COA's.
- Performs other duties as assigned by management.

Qualifications

- High school diploma or GED required.
- Minimum two years' experience in inventory and/or order fulfillment environment preferred.

- Possess a kind personality, the desire to contribute to a great team, and willingness to learn or improve skills.
- Must be highly motivated and capable of working independently for extended periods of time.
- Must complete required training for operation of company vehicle and possess a clean driving record.
- Ability to be Serve Safe Certified.
- Ability to display a professional, engaging, and polite image to guests and team partners.
- Ability to speak effectively in one-on-one and small group situations knowing that your feedback and input is important to the team.
- Ability to read and interpret documents, analyze data, and perform basic pricing calculations.
- Ability to work effectively with a team in a fast-paced, efficient, environment.
- Must be able to regularly work in extreme temperatures (heat and cold).
- Ability to add, subtract, multiply, and divide. Ability to perform these operations using units of American money.
- Ability to provide a flexible schedule to work nights, weekends, holidays, and special events as needed.
- Required to regularly use hands and fingers. Ability to lift/move up to 50 pounds. Required to walk, stoop, kneel or crouch frequently. Must be able to stand regularly.