

## **Inventory Coordinator**

### **UY4020**

#### **Job Overview:**

The Inventory Coordinator is responsible for delivering exceptional customer service while ensuring products are consistently stocked, equipment is clean and fully operational, and inventory is accurately managed. This role assists with the organization, tracking, and reconciliation of inventory across all warehouse and food & beverage storage areas, as well as client areas, maintaining precise records of incoming and outgoing products, and verifying deliveries and stock levels. Working closely with operations, warehouse, and purchasing teams, this position helps ensure operational efficiency, food safety, and accountability. This position requires exceptional attention to detail, strong communication skills, and the ability to work both independently and collaboratively in a fast-paced environment. General responsibilities may differ among accounts, depending on business necessities and client requirements, and may include additional duties as identified by Sodexo.

#### **General Responsibilities:**

- Receive, inspect, verify, label, and stock inventory at warehouse and client locations, ensuring accuracy against purchase orders and invoices, and monitoring freshness through date-code controls.
- Organize, store, and maintain inventory in assigned locations, ensuring proper labeling, categorization, and adherence to FIFO (First-In, First-Out) standards to support accurate stock levels and accessibility.
- Support a positive customer service experience by maintaining professional relationships and responding to site needs in a timely and service-oriented manner.
- Manage inventory movement and distribution by picking, loading, transporting, and delivering products, supplies, and equipment across receiving, storage, warehouse, and client areas using appropriate equipment, which may include carts, powered industrial vehicles, or motor vehicles as needed.
- Support ordering and replenishment process by communicating supply and service needs to the supervisor.
- Track, maintain, and analyze inventory data by accurately entering transactions, maintaining system records, preparing reports, and monitoring product usage, waste, and reorder needs.
- Maintain required operational and compliance documentation, including inventory records and other logs as applicable.

- Support inventory accuracy and reconciliation by performing cycle counts, assisting with audits, investigating discrepancies, and resolving inventory variances in collaboration with relevant teams.
- Apply problem solving skills to address operational challenges and support efficient workflows.
- Coordinate purchasing and vendor activities by preparing purchase orders, verifying specifications and pricing, managing ordering and delivery schedules, and communicating with suppliers regarding quotes, substitutions, and service needs.
- Communicate operational or service-related issues to management to support resolution and continuous improvement.
- Coordinate stock levels and distribution needs by managing requisitions, transfers, and par levels, and collaborating with warehouse, purchasing, and operational teams to ensure timely product availability.
- Maintain inventory documentation and records, including materials, pricing, deliveries, and related administrative functions, using inventory systems and applicable software.
- Ensure compliance with safety, food safety, and company policies, including HACCP, OSHA, and risk management standards; participate in required training and report incidents as needed.
- Maintain clean, organized, and safe work and service areas in accordance with company standards.
- Perform additional operational tasks such as collecting unused chemicals (where applicable), supporting site-specific needs, and completing other duties as assigned.

**Job Qualifications:**

**Experience/Knowledge:**

- High School diploma, GED, or equivalent experience.
- 1-2 years of experience in inventory, purchasing, or warehouse operations.

**Skills/Aptitude:**

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Strong sense of urgency and problem-solving skills.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.

- Ability to use a computer and has technology aptitude for data input when working with an inventory system.
- Ability to work independently or as part of a team.
- Ability to work in a high-stress, fast-paced environment.
- Ability to perform mathematical calculations, including addition, subtraction, multiplication, and division.
- Ability to multitask in an office or operations setting.
- Ability to understand written and oral instructions.

## **License/Qualifications**

### **Certifications:**

- May require a valid driver's license.
- May require forklift operation.

### **General Qualifications:**

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule as the business requires.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

### **Physical Requirements:**

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.
- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may exceed 8 hours.
- Ability to reach, bend, stoop, push, and/or pull, and frequently lift up to 35 pounds and occasionally lift/move 50 pounds.
- Must be able to perform repetitive movements.
- Follow proper lifting techniques.
- Push and pull equipment, including, but not limited to, merchandise racks, speed racks, flat beds, pallet jacks, and wire carts.

### **Working Conditions (may add additional conditions specific to defined work location):**

- Generally in an indoor setting; however, may participate in outside activities and events.

- Varying schedule to include evenings, holidays, weekends, and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.

**Unit Description:** Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

**Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.**

Employee \_\_\_\_\_ Date \_\_\_\_\_  
Manager \_\_\_\_\_ Date \_\_\_\_\_