

Inventory Coordinator

UY4020

Job Overview:

The Inventory Coordinator is primarily responsible for ensuring compliance with inventory, including timely allocations and accuracy. This role assists with the organization, tracking, and reconciliation of inventory across all warehouse and food & beverage storage areas, ensuring accurate recordkeeping of incoming and outgoing products, and performing data entry for inventory systems. Working closely with warehouse and purchasing leadership, the Inventory Coordinator verifies deliveries, maintains stock levels, and supports accurate physical counts. This position requires exceptional attention to detail, strong communication skills, and the ability to work both independently and collaboratively in a fast-paced environment. The Inventory Coordinator supports Sodexo's standards for operational efficiency, food safety, and accountability. General responsibilities may differ among accounts, depending on business necessities and client requirements, and may include additional duties as identified by Sodexo.

General Responsibilities:

- Manage on-site storerooms by receiving, verifying, packing, sorting, and organizing inventory; ensure accurate labeling and organization by category and location.
- Prepare and process purchase orders, verify specifications and pricing, obtain approvals, and coordinate with suppliers for substitute items, quotes, and delivery instructions.
- Track inventory movement between receiving, storage, and distribution areas; enter data for received, transferred, or issued items into the inventory system promptly and accurately.
- Maintain and analyze inventory transactions, prepare regular reports, and assist with reconciliations of variances; support periodic audits and cycle counts.
- Review and prepare discrepancy reports for credits or returns; resolve inventory issues and discrepancies in collaboration with relevant personnel.
- Monitor and maintain proper supply levels, ensuring timely stock transfers, bin-to-bin movements, and adherence to FIFO (First-In, First-Out) standards.
- Verify delivery accuracy by cross-checking items against purchase orders and invoices; tag, label, and record all incoming items appropriately.
- Coordinate with warehouse and culinary teams to ensure timely distribution of goods; communicate shortages, overages, or product issues to the Warehouse Manager and assist with purchase requests.

- Generate reports on product usage, waste, reorder needs, and identify trends or discrepancies in consumption; help maintain accurate par levels for all business lines.
- Maintain files and records of materials, prices, inventories, and deliveries; perform related clerical duties and operate relevant software as needed.
- Collect unused chemicals from labs and refill storage containers as required in laboratory accounts.
- Uphold confidentiality, professionalism, and compliance with all Sodexo HACCP/OSHA, company safety, and risk management policies and procedures.
- Attend required training programs, participate in safety meetings and hazard assessments, and report accidents or injuries promptly.
- Perform other duties and responsibilities 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.
- 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, to include 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 supervise 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** _____