



Food Bank RGV

JOB DESCRIPTION

JOB TITLE: Director of Inventory
DEPARTMENT: 30 Operations
CLASSIFICATION: Exempt
POSITION/HOURS: Full Time *Some Weekends

DATE: August 2026
WRITTEN BY: Cynthia Alcocer-Garcia
REVIEWED BY: CEOs

REPORTING RELATIONSHIPS

POSITION REPORTS TO: Chief Executive Officers

POSITIONS SUPERVISED: Inventory Manager, Inventory Coordinator Clean Room/Warehouse Associate, New Beginnings Associate, Inventory & Quality Control Coordinator, Partner Agency Assistant, Warehouse Associates

JOB SUMMARY

The Director of Inventory is a key leadership role responsible for overseeing the effective management of inventory within the FBRGV. This position involves strategic planning, inventory control, team leadership, and collaboration with various departments to ensure optimal supply chain operations. The Director of Inventory manages all aspects of inventory including donated, purchased and USDA commodities.

The Director of Inventory develops and implements inventory strategies that support operational excellence, regulatory compliance, and financial accountability. This position leads multiple inventory and warehouse teams while fostering a culture of accountability, continuous improvement, safety, and collaboration.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

STRATEGIC LEADERSHIP

- Develops and implements strategic inventory management initiatives that support the FBRGV's mission and organizational goals
- Establishes department goals and inventory accuracy standards
- Leads continuous improvement efforts to enhance inventory control, warehouse efficiency, and operational effectiveness
- Analyzes inventory trends and operational data to improve forecasting, inventory turnover, and product availability
- Collaborates with executive leadership to align inventory operations with organizational priorities

INVENTORY MANAGEMENT & ACCOUNTABILITY

- Provides oversight for all inventory transactions involving:
 - USDA commodities (including TEFAP, CSFP, and other government programs)
 - Purchased food
 - Donated food
 - Retail rescue products
 - Miscellaneous inventory
- Ensures timely and accurate receiving, documentation, storage, movement, and distribution of all inventory
- Maintains inventory integrity through effective controls, reconciliation processes, and regular audits
- Ensures accurate inventory valuation and reporting
- Monitors inventory levels to minimize waste while maximizing product availability

- Investigate inventory discrepancies and implements corrective actions

COMPLIANCE & FOOD SAFETY

- Ensures compliance with all USDA, Feeding America, Feeding Texas, FDA, state and local regulations
- Maintains inventory practices that meet food safety, sanitation, and quality standards
- Oversees inventory documentation required for audits and grant compliance
- Ensures traceability and accountability for all food products received and distributed
- Leads inventory readiness for internal and external audits

LEADERSHIP & STAFF DEVELOPMENT

- Provides leadership, coaching, and mentorship to inventory management and warehouse staff
- Builds a culture centered on accountability, safety, teamwork, and continuous learning
- Establishes clear performance expectations and conducts regular performance evaluations
- Develops cross-training plans to strengthen operational continuity
- Identifies future leaders within the department and supports their professional development

WAREHOUSE OPERATIONS COLLABORATION

- Partners with Operations, Logistics, Agency Relations, Community Impact, and Finance to ensure seamless inventory flow
- Coordinates receiving schedules for USDA commodities, purchased products, retail donations, and miscellaneous deliveries
- Supports efficient warehouse utilization and storage optimization
- Collaborates on emergency food distributions and disaster response efforts

DATA ANALYTICS & REPORTING

- Utilizes inventory management systems and operational data to drive informed decision-making
- Develops and monitors key performance indicators including:
 - Inventory accuracy
 - Product loss
 - Receiving efficiency
 - Warehouse utilization
 - Inventory turnover
- Prepares reports for executive leadership, auditors, Feeding America, USDA, Feeding Texas, and other stakeholders
- Recommends process improvements based on inventory analytics

SAFETY & RISK MANAGEMENT

- Promotes a culture of workplace safety throughout inventory and warehouse operations
- Ensures compliance with OSHA standards, FBRGV safety policies, and AIB compliance
- Identifies operational risks and implements mitigation strategies
- Ensures proper operation and maintenance of material handling equipment
- Promotes safe food handling, storage, and warehouse practices

ORGANIZATIONAL LEADERSHIP

- Collaborates with Operations, Finance, Community Impact, and HR to support organizational initiatives
- Participates in strategic planning and organizational decision-making
- Promotes innovation and continuous improvements across all inventory programs
- Performs additional duties as assigned by CEOs

QUALIFICATIONS

- Minimum five years' experience in Inventory Management or relatable field
- Minimum five years' experience in progressive leadership

- Minimum five years' experience with inventory reconciliation and auditing
- Minimum three years' experience supervising managers
- Honesty, integrity, and commitment to fighting hunger in the Rio Grande Valley
- Must have clear understanding of and ability to articulate the mission of the FBRGV
- Ability to supervise staff and delegate responsibilities
- Ability to train others in various procedures
- Knowledge of food storage and handling regulations
- Ability to politely be firm and decisive. Use good judgement and discretion
- Ability to represent Food Bank RGV in a courteous and professional manner
- Ability to work and communicate tactfully with other staff members, Board members and the public
- Ability to manage time efficiently and to work independently with minimum supervision
- Ability to present a professional demeanor under a variety of conditions
- Knowledge of correct way to lift heavy items and physical ability to do so
- Orientation to detail, accuracy, and the meeting of deadlines
- Possession of current Texas Class C driver's license and a reliable personal vehicle. Must have a clean driving record for at least three years prior to employment

EDUCATION/CERTIFICATION:

High school diploma, Associates Degree (preferred)
 APICS certified in Planning and Inventory Management (CPIM) preferred
 Certified Supply Chain Professional (CSCP) preferred
 Lean Six Sigma Green Belt preferred
 OSHA 30-Hour General Industry preferred
 HACCP Certification preferred
 Manager Safe Food Handler Certification preferred; or ability to obtain
 Forklift certification preferred; or ability to obtain

SKILLS/ABILITIES:

- Proven ability to inspire, coach, and develop high-performing teams
- Strong delegation and accountability skills
- Ability to lead organizational change
- Excellent conflict resolution and decision-making abilities
- Advanced knowledge of inventory management principles
- Strong analytical and problem-solving skills
- Excellent written and verbal communication
- Attentive to detail
- Ability to coordinate well with other departments and personnel
- Ability to operate pallet jack, forklift and other warehouse equipment

ADDITIONAL REQUIREMENTS OF THIS POSITION

REPETITIVE MOTIONS:

Movements frequently and regularly required using the wrists, hands, and fingers.

PHYSICAL STRENGTH:

Heavy work; exerts up to 50 lbs. of force occasionally, and/or up to 15 lbs. frequently and 5 lbs. constantly.

INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff, and termination decisions. Well-constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.

In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Employee Signature (Employee has received a copy of Job Description): _____

Employee Name (Print): _____

Date: _____