

## **JOB DESCRIPTION**

**Job Title:** Inventory Technician

**Department:** Inventory

**Reports to:** Inventory Manager

### **Summary of Position:**

This Technician is responsible for maintenance, movement, and tracking of all inventory products in the freezers.

### **Key Responsibilities:**

- Maintain SQF food safety and quality systems and report any concerns to Management.
- Follow all Inventory SOPs
- Maintain safe storage environment
- Provide complete and accurate documentation for the inventory control system
- Put away bulk and finished product from production and processing and document locations
- Locate and pull all material needing to be staged for pouching, blending, and shipping in timely and efficient manner
- Verifying codes.
- Accurately weighing out products used in blends and pouching
- Accurately count finished product received from pouching and sent to shipping
- Aseptically handling products for blends and pouching
- Return unused product to the correct location in the freezer.
- Maintain accurate inventory of products.
- Cleaning/sanitizing of work areas as prescribed by Master Sanitation schedule.
- Freezer organization.
- Responsible for safety as it pertains to daily tasks; PPE, GMPs, etc.
- Master sanitation – ensure complete and documented.
- Show professionalism while working with all employees, including coworkers, product line managers, supervisors, and administration
- Assist other departments as directed by Supervisor

### **Job Specifications:**

- High School diploma or equivalent
- Able to lift/carry up to 80 pounds repeatedly
- Ability to respond with a high sense of urgency
- Excellent time management and flexibility
- Able to work in a standing position for extended periods of time
- Able to work in a cold environment

