Position Summary: Monitors and reviews inventory of all production and shipping material assets by physical count, record keeping and/or visual inspection.

1. Essential Functions and Responsibilities to ensure the quality and safety of the product will include, but not be limited to:
   i. Maintains inventory of all material assets
   ii. Audits warehouse inventory reports using physical checks to ensure accurate system accounting
   iii. Enters inventory information into a controlled software system to ensure availability of accurate information
   iv. Prepares and maintains documentation to provide written support and/or conveying information
   v. Reconciles discrepancies in asset records (e.g. physical count versus reported items)
   vi. Coordinates with warehouse managers to facilitate the cycle counting process for each area
   vii. Assists in other areas of the company, as needed (e.g. counting returns, movement of materials, quality control inspections, etc.)
   viii. Perform duties safely and to report unsafe conditions or actions.
   ix. Provide information or indication of problems to Management or Quality Assurance.
   x. Reports to work regularly and on time.
   xi. Assist with other projects and in other duties as needed and directed.

2. Minimum Qualifications:
   i. Mathematical Skills – Accuracy with arithmetic and subtraction.
   ii. Language Skills – Must be able to read and comprehend instructions and hold complex conversations in English.
   iii. High School Diploma or equivalent.
   iv. Forklift certified or the ability to be trained on warehouse machinery
   v. Computer knowledge and the ability to learn the inventory control software.
   vi. Inventory control and cycle counting experience.

3. Preferred Knowledge, Skills, and Abilities:
   i. Skilled in monitoring, troubleshooting, critical thinking, process control, and active listening.
   ii. Demonstrate leadership, attention to detail, orientation to quality, problem sensitivity and information ordering skills.
   iii. Ability to work well with others.
   iv. Knowledge of food production processing, and general computer usage including Microsoft Office.

4. Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
   i. Must occasionally lift 50 lbs. or move up to 100 lbs. using pallet jacks.
   ii. Regularly required to stand and walk for long periods of time.
   iii. Specific sensing abilities required by this job include near vision and manual dexterity.
   iv. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this job.
5. **Work Environment:** characteristic of an FDA regulated manufacturing facility. Personal Protective equipment may be worn in certain situations.
   i. The employee is regularly exposed to noise, and to airborne particles, including some allergens.
   ii. Constant interaction with others.
   iii. Completion of duties must be done within an allotted time which may create a sense of time pressure to meet deadlines.

6. **Direct Reports:**
   i. None

7. **Signatures:**
   This Job Description is not a contract of employment. 21st Century Healthcare, Inc. maintains an at-will policy of employment. That means that employment and compensation may be terminated with or without cause and with or without notice at any time at the option of either the Company or myself as an employee.

I CERTIFY THAT I HAVE READ THIS JOB DESCRIPTION, IT HAS BEEN EXPLAINED TO ME AND I UNDERSTAND MY DUTIES AND RESPONSIBILITIES AS STATED HEREIN.

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**Revision History:**

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**Prepared By:** ________________________________  Date: ____________

**Reviewed By:** ________________________________  Date: ____________

**QA Approval:** ________________________________  Date: ____________