



FACILITY/SUPPLY TEAM MEMBER

As a member of the Facility/Supply Team, you are responsible for the organization of Meant 2B Loved's facilities, ensuring supplies and products are accounted for and stored safely.

Responsibilities:

- Working with the Facility/Supply Team lead, create a logical organization plan for animal food, supplies, etc.
- Help prepare foster packages of food and supplies for new and existing fosters.
- Frequently inventory food to ensure expired food is removed from the shelves and distributing excess inventory to others (pet food bank, other rescues, etc.)
- Ensure items coming into the facility are sorted, labelled, and stored efficiently and effectively.
- Oversee the sign out/sign in sheet for items located in the facility.

Qualifications:

Superior organizational skills.

Decisiveness, initiative, attention to detail, and high accuracy

Analytical ability as well as organizing and planning skills to effectively manage the flow of stock

Ability to work independently or as part of a team.