

Job Description



Job Title: Receiver
Dept: Receiving
Accountability: Store Team Leader

Job Summary: Under direction of Store Team Leader, oversee all facets of receiving including scheduling of deliveries, unloading, processing of invoices and credits, and organizing the warehouse space. Coordinate monthly and quarterly inventories. Perform job in accordance with La Montanita policies, regulations, and safety procedures, and Health department regulations. Keep informed of membership issues and promotes membership whenever possible. Attend staff meetings as required. Other duties as assigned.

INTERACTIONS

External: Direct and frequent contact with vendors, truckers, inventory auditors, and customers.

Internal: Daily contact with other staff members.

REQUIREMENTS (KSA's)

- Receiving experience
- Ability to lift 50 lbs frequently during shift
- Ability to stand for majority of work shift
- Ability to follow instructions
- Ability to work cooperatively as a team player
- Ability to communicate directly, objectively and respectfully
- Dependability, responsibility, honesty and integrity

Staff Member Signature

Date