



Store Receiver

Position Overview:

The Store Receiver is responsible for all functions and paperwork relating to receiving (and final shipping manifests).

Position reports to Market Team Leader.

Responsibilities & Qualifications:

- Maximize sales potential through effective and proper procedures for receiving all products entering the store including verifying actual product against packing slips, confirming product integrity, and checking product temperatures as needed
- Assist drivers with unloading and checking in deliveries
- Initial and code invoices, log invoices, and distribute to appropriate departments
- Maintain cleanliness, safety, and full functionality of receiving area and warehouse, including retail storage freezers and coolers, loading dock, and trash areas
- Process receiving and shipping documents
- Perform inventory control by monitoring back stock of inventory and ensuring proper rotation and expiration dates
- Greet and process truck drivers
- Effectively use computer electronic receiving/PO/inventory systems
- Assist with wholesale orders & customers for pickup, including proper paperwork to leave the building
- Keep warehouse equipment in safe working order, including but not limited to making minor repairs
- Comply with all food safety and security standards of the business
- Operate machinery including baler, compactor, and forklift in a safe and proper manner
- Assist with deliveries from the Farm staff with incoming produce
- Assist with Wholesale orders as needed

Knowledge, Skills and Abilities Required:

- Must be 21 years or older
- Relevant warehouse experience preferred
- Ability to follow instructions and established procedures
- Ability to prioritize and multi-task
- Ability to work independently and as part of a team
- Excellent interpersonal and communication skills
- Strong computer skills, including but not limited to proficiency in MS Word and Excel
- Ability to perform simple math operations (addition, subtraction, multiplication, and division)
- Ability to work a flexible schedule including nights, weekends and holidays as required
- Demonstrated proficiency in the proper use of a dumpster, baler, forklift, electric pallet jacks, box cutters, small power tools, hand tools including hammers, screwdrivers, wrenches, painting equipment, and all related equipment
- Bilingual in English and Spanish is a plus, but not a requirement

Benefits:

Competitive salary (based on experience), paid holidays, personal time, employee discounts, profit sharing and 401(k) plan, health insurance, dental insurance, group life and disability insurance.

Benefits:

Competitive salary (based on experience), paid holidays, personal time, employee discounts, profit sharing and 401(k) plan, health insurance, dental insurance, group life and disability insurance.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

To apply, please send resumes to: alexandra.g@bishopsorchards.com