



JOB TITLE: RECEIVER

REPORTS TO: GROCERY MANAGER/SUPERVISOR

Revision Date: 1/2016

JOB FUNCTION:

To process orders, ensure accountability for paperwork, pricing and accuracy of inventory.

DUTIES AND RESPONSIBILITIES:

PLANNING

- Work in a safe manner, following established procedures.
- Prepare storage areas for incoming deliveries as needed.
- Seek assistance with receiver from storekeepers and provide direction as needed.
- Keep receiving area clean and organized.
- Maintain calendar with days of approximate times of delivery.

PROCESSING ORDERS --for all deliveries unless directed otherwise

- Check deliveries to verify quantity & quality, process returns, credits etc.
- Notify buyers of discrepancies or damage.
- Help with unloading as needed.
- Sign for deliveries, note appropriate adjustments on invoice.
- Sign (Initial), date, log and file invoices.
- Maintain UNFI credit requests and ensure credits are received.
- Verify that organic product is not contaminated by conventional product that may have leaked or spilled.
- Process deliveries A.S.A.P. to minimize congestion.

STOCKING

- Assist with stocking whenever possible.
- Maintain approximate floor plan in back stock storage area. Use signs/labels as needed.
- Build and stock end caps and displays following Grocery Manager's specifications when possible.
- Assist customers, co-workers, vendors with product questions and special orders.

SAFETY

- Emphasize safety and safe body mechanics in a fast-paced department; provide ongoing training.
- Be proactive in reducing work-related injuries; recognize and solve potentially hazardous situations, and/or bring to the attention of the Department Manager.

OTHER

- Perform other duties as assigned by Grocery Department Manager or Store Manager.
- Work in safe manner, following safety procedures.
- Attend all required Lakewinds training classes.
- Assist with quarterly inventories.

ESSENTIAL PHYSICAL REQUIREMENTS:

- Ability to communicate with coworkers and customers.
- Ability to read, count and write to accurately complete all documentation.
- Ability to freely access all areas of the store including selling floor, stock areas, and walk-in coolers and freezers.
- Ability to move or handle merchandise throughout the store generally weighing 0-60 pounds.
- Ability to lift up to approximately 60 pounds repeatedly, and to lift up to approximately 70 pounds occasionally, unassisted.
- Ability to move full pallet of product across the store with pallet jack several times a day.
- Ability to perform the following movements – used in stocking – repeatedly and for sustained periods of time: walking, standing, bending, stooping, and reaching.
- Ability to work in temperatures below 35° for more than one hour at a time, and below 10° for more than ½ hours at a time.
- Ability to work varied hours and days including nights and weekends.

Disclaimer Notice: The job duties, elements, responsibilities, skills, functions, experience, educational factors, and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. Lakewinds Natural Foods reserves the right to revise this job description at any time and to require employees to perform other tasks as circumstances or conditions of its business, competitive considerations, or the work environment change