



Store Receiving Job Responsibility Mash Up

Compiled from multiple stores & online job posting platforms

Grocery Store Receiving Duties:

- You will be responsible for managing the Store Receiving processes working in close partnership with store management to ensure that all objectives/goals of the store are met or exceeded.
- Candidates must be prepared to think, learn, and contribute all while consistently communicating and modeling the store's vision and goals.
- Excellent communication, multitasking and self-motivation skills
- Successful specialists also demonstrate a high level of integrity with store products, employees, vendors, and our customers.
- This job description is intended to describe the general requirements for the performance of this job, with or without reasonable accommodation. It is not a complete statement of duties, responsibilities, or requirements. Other duties not listed here may be assigned by leadership.
- Demonstrate the ability to be organized, to work independently and with the team to provide the highest quality shopping experience, while maintaining product assortment to drive sales.
- Set and achieve the highest standards in retail execution focused on maximizing sales and profit
- Establish and maintain a positive work environment, which encourages an exceptionally high level of Team Member morale. Focusing the employees on creating an environment built on teamwork and inspiring a "one team" mentality.
- Demonstrated ability to work with computers and on computer based programs, to include but not limited to, ordering, sign creation, inventory and email communication.
- Demonstrate the ability to manage and coordinate all DSD and internal vendors including, but limited to, receiving all merchandise, processing credits, department invoices and weekly purchase summaries.
- Maintain seasonal product process including but not limited to, receiving and pricing during crucial holiday periods. (holiday candy, holiday bulk product, holiday grocery displays)
- Develop and implement routines to ensure food is in date and in stock, including but not limited to, rotation of stock, working back stock.
- Maintain the cleanliness and conditions of the backroom through utilizing, assigning tasks and following up on the department cleaning schedule
- Maintain proper product assortment, pricing, merchandising, and inventory control to achieve required margin. (Quarterly Inventory, Cycle Counts, Weekly reset audits, Weekly tag changes)
- Maintain supply inventory including both processing the order and organizing supplies upon arrival.
- Demonstrated ability to multitask and assist in other departments throughout the day.

- Maintain organization and sanitation in coolers, desk area and workstations.
- Demonstrate the ability to provide outstanding customer delight in an environment focused on sales.
- Follow all company guidelines and procedures, to include but not limited to, safety and sanitation.
- Offer daily feedback to the Store Management regarding successes and areas of opportunity
- Demonstrate the ability to support and engage customers through regular sampling in the Store.
- Demonstrated level of empowerment to solve customer complaints and develop employees to do the same.
- Must be able to lift 50 pounds.
- An 8-hour workday: standing/walking 6-8 hours.
- Hand use: single grasping, fine manipulation, pushing and pulling.
- Work requires the following motions: bending, twisting, squatting and reaching.
- Exposure to FDA approved cleaning chemicals.
- Exposure to temperatures: <32 degrees Fahrenheit (freezing), 32-40 degrees Fahrenheit (refrigerators), >90 degrees Fahrenheit.
- Ability to work in wet and dry conditions.
- Ability to work a flexible schedule including nights, weekends, and holidays as needed.
- Ability to use tools and equipment, including knives, box cutters, electric pallet jacks, and other heavy machinery.
- May require use of ladders.

Job Summary:

- This position is responsible for receiving products, verifying cost and count of items received, processing invoices and meeting department objectives.
- The Receiver maintains positive working relationships with internal departments and external vendors using excellent written and verbal communication skills. A high level of awareness and attention to detail is required.
- General Accountability Non-exempt, work directed by others. Decisions focus primarily on individual responsibilities within relatively narrow guidelines yet can affect customer satisfaction.
- May direct work of others, within narrow guidelines, as directed by department management. This position has access to information necessary to perform job tasks and is expected to treat employee and customer service interactions with appropriate discretion.
- This position is regularly exposed to organization-wide confidential information necessary to perform the job tasks such as sales or margin goals, organizational projections and strategies that pertain to a revenue sub-department.
- A high degree of confidentiality and discretion is required; responsible for providing the highest level of service possible to our customers, vendors, co-workers, and community.

- This position is also required to maintain the highest standards of professionalism and contribute towards a positive work environment that requires the highest standard of personal conduct and excellence.

Essential Duties & Responsibilities

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, ability and/or attributes required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Adhere to policies as outlined in the Employee Guide.
- Familiarize yourself with and adhere to the Collective Bargaining Agreement.
- Be proactive about creative self-learning and professional development while having a curiosity and desire to learn. Attend all required meetings, trainings, seminars, and workshops.
- Follow all department policies and procedures to adhere to all State, Federal and OSHA regulations.
- Support the company's Global Ends, Values, Principles and Diversity Statement
- Process all invoices daily, and route invoices to appropriate departments.
- Help with unloading as needed.
- Check deliveries to verify piece count, ensure that vendors alter invoices accordingly.
- Check products for damage and/or unacceptable quality.
- Identify mathematical or cost discrepancies on invoices and ensure the vendor makes the appropriate corrections.
- Update, correct or create cost records in the POS system.
- Facilitate the smooth flow of product onto and off of the receiving dock.
- Report cost discrepancies to Receiving Manager.
- Request and process credits with vendors and distributors.
- Foster, and maintain friendly, and respectful vendor relations. Direct any vendor issues or concerns to the Receiving Manager and or to the appropriate Buyer or Department Manager.
- Keep shelves, compactors, and bins in clean, orderly condition.
- Remove trash promptly, sweep and mop floor as needed.
- Keep department equipment in assigned area and in working order.
- Use equipment safely, advise Receiving Manager of equipment problems.
- Participate in periodic inventory as needed.
- Help train other staff as assigned.
- May be required to work at multiple locations to meet operational needs.
- Perform other duties as assigned.
- For the Receiving position preferred core Competencies
- Sense of humor!

- Be a team player. A team player is one who has the “willingness to consider the effects of one’s own decisions on others and has the ability to focus on the larger store goals rather than individual concerns.
 - Ability to work well with others in a cooperative environment where teamwork, compassion and constant communication are essential.
 - Ability to demonstrate clear and expressive verbal and written communication skills, following the proper channels as outlined by supervisor(s) as well as genuine active listening skills.
 - Ability to follow through on commitments and having a high sense of personal and professional accountability.
 - A consistent and genuine ability to project a friendly and outgoing personality.
 - Ability to handle multiple demands, remain calm, think quickly, prioritize effectively and problem solve within established guidelines.
 - Ability to speak, read and understand the English language and carry out complex instructions.
 - Ability to add, subtract, multiply, and divide in all units of measure
 - Ability to meet expectations of regular, predictable attendance. • Ability to work a flexible schedule including mornings, evenings, weekends and occasional late nights.
- Qualifications**
- One year shipping or receiving experience required OR 18 months retail and/or customer service experience required.
 - Knowledge of natural and conventional foods and the food industry preferred.
 - Experience with POS or inventory management software preferred.
 - Proficiency in Microsoft Office Suite preferred.
 - Work Environment Noise level is moderate to loud as can be expected in a busy retail environment.
 - May be exposed to various temperature changes and work environments, including frequently working with and in freezers and coolers, and working around various pieces of equipment.
 - This position requires the performance of repetitive tasks as well as significant lifting, walking, standing, moving, carrying and stocking product. May be required to work in high, precarious places. Expected to lift up to 50lbs regularly and up to 80lbs occasionally and with assistance.