

# Coop Job Opening: Receiving Coordinator Evenings/Weekends

## Description:

All Receiving Coordinators ensure the smooth functioning of the Coop.

- Facilitate and supervise continual stocking of the store
- Train working members how to stock and complete projects
- Communicate with Squad Leaders and squads about priorities
- Sustain knowledge about products and inventory
- Answer members' questions
- Respond to physical plant and refrigeration issues

Evening/Weekend Receiving Coordinators are generalists who work with members to maintain and restock all aisles including produce. They also oversee late deliveries, inspect for dates/quality, and support the Receiving and Food Processing squads.

The ideal candidate will:

- enjoy working with people and crowds
- be an excellent team player with strong communication skills
- have ability to teach, explain procedures, give feedback
- be able to evaluate Coop needs, prioritize tasks and delegate work
- be comfortable with computers (Macs preferred)
- experience working in a grocery store is a plus

**Hours:** 38 hours. 5 days per week including both Saturdays and Sundays.

**Wages:** \$28.12/hour

**Benefits:** A generous package including but not limited to: 3 weeks vacation, 11 Health/Personal days, health insurance, and a pension plan.

## Requirements:

Candidates must be current members of the Park Slope Food Coop for at least six months immediately prior to application.

Applicants must be prepared to work during holidays, the Coop's busiest times.

Applicants must be able to:

- lift up to 50 pounds
- reach, crouch, bend, stand, climb stairs and work for hours in walk-in coolers and freezers
- work with and around common allergens including nuts and dust
- work in noisy, hectic surroundings

## How to Apply:

We strongly encourage candidates to work one Saturday or Sunday afternoon Receiving shift. Please introduce yourself as an applicant to one of the Receiving Coordinators.

Attach resume and cover letter as a single document at the link below:

<http://bit.do/receivingcoordinator042618>

Applicants will receive acknowledgment of application via email. Do not call the Membership Office to check on the status of application. Applications will be reviewed on a rolling basis until position is filled. If you applied to a previous Coop job offering, please re-submit your materials.

**We are seeking an applicant pool that reflects the diversity of the Coop's membership.**