

Coop Job Openings: Part-Time Receiving Coordinators Sunday/Monday or Saturday/Sunday

Description:

All Receiving Coordinators ensure the smooth functioning of the Coop.

- Facilitate and supervise the 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

Part-time Receiving Coordinators are generalists who work with staff and members to stock the Coop. They 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: 16 hours. 2 days per week. Sunday/Monday or Saturday/Sunday.

We are looking for candidates who strongly desire a part-time schedule for the foreseeable future. Ability to occasionally work another shift during the week is a plus. Applicants must be prepared to work during holidays, the Coop's busiest times.

Wages: \$28.12 per hour

Benefits: Paid safe and sick leave. Transit checks.

Requirements:

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

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 at least one Sunday afternoon Receiving shift. When at Coop, please introduce yourself as an applicant to one of the Receiving Coordinators. Please indicate whether you are available to work the Sunday/Monday position or the Saturday/Sunday position or both.

Please attach resume and cover letter as single document and submit to:

<https://bit.ly/2Trtfzv>

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.