

## Coop Job Opening: Part Time Receiving Coordinators Saturday and Sunday

The Coop is seeking to hire two Part-Time Receiving Coordinators to work on the weekends. 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.

### Responsibilities include but are not limited to:

- Directing, delegating, and working with member workers to ensure all areas of the Coop's shopping floor are properly stocked to improve the Coop's financial sustainability through product sales
- Generating work for members by creating send up lists of needed products
- Training members how to stock, complete projects among other tasks
- Developing a working knowledge of the Coop's full product selection
- Providing service to shopping members by answering questions and locating products
- Communicating with staff monitors and working members about priorities
- Responding to physical plant and refrigeration issues

### Hours

The Coop is seeking two people for this role to work Saturdays and Sundays, predominantly afternoon and evening shifts. An additional shift on other days may be available.

### The ideal candidate will:

- Enjoy working with people and crowds
- Exhibit flexibility and emotional tenacity
- Be an excellent team player with strong communication skills
- Have the ability to teach, explain procedures, give feedback
- Be able to evaluate Coop needs, prioritize tasks, and delegate work
- Be dedicated to the Coop's unique member-owner model
- Be comfortable with computers (Macs preferred)
- Ability to work during holidays, the Coop's busiest times

### Requirements:

- Ability 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 in close quarters with others
- You must be fully vaccinated against COVID per the NYC Mandate (<https://www1.nyc.gov/site/doh/covid/covid-19-vaccine-workplace-requirement.page>)

### Wages:

\$29.64/hour

### Benefits:

NYC mandated Safe and Sick Leave, Holiday Pay, 401k Plan, TransitCheks

### Applications:

Candidates must be current members of the Park Slope Food Coop for at least six months immediately prior to application. To apply, click here: <http://bit.ly/PSFCJobs>.

Materials will only be accepted electronically. Please include a cover letter with your application. Applications will be reviewed on a rolling basis until the position is filled. Please do not call the membership office to check on the status of your application.

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