

# Coop Job Opening: Receiving Coordinator Perishables

Receiving Coordinators work with members to receive deliveries to the Coop and keep the Coop's shelves stocked. In addition, this role includes specific responsibilities in support of Meat, Prepared Foods and other perishable departments at the Coop.

## **Receiving Coordinator responsibilities include but are not limited to:**

- Facilitating and supervising continual stocking of all areas of the store
- Training working members how to stock and complete projects
- Communicating with staff and members about priorities
- Answering members' questions
- Sustaining knowledge about products and inventory
- Maximizing space in order to support efficient movement and accurate rotation of product
- Responding to physical plant and refrigeration issues

## **Perishables support responsibilities include but are not limited to:**

- Supporting the work of refrigerated departments, including but not limited to meat and prepared foods
- Checking deliveries for quality and accuracy
- Putting away deliveries while maintaining cold chain for all products
- Maintaining attractive, clean and well stocked cases with up-to-date prices and signage
- Continually making decisions about quality, checking sell by dates, and ensuring proper product rotation
- Ensuring accurate operation of Hobart scales
- Maintaining an accurate inventory
- Regular and effective communication with buyers about items they purchase for the Coop
- Directing member labor to support all facets of Coop work

## **Perishables support work includes purchasing when primary buyers are away including:**

- Ordering accurately, reviewing invoices for accuracy and price changes and tracking credits and returns
- Any other tasks related to purchasing product for the Coop

## **The Coop is looking for candidates with these qualities:**

- Ability to provide strong customer service
- Be a proactive problem-solver and have an interest in streamlining processes
- Meet deadlines and follow through on any problems
- Enjoy working with people and crowds
- Be an excellent team player with strong communication skills
- Have the ability to teach, explain procedures and give feedback
- Be able to evaluate Coop needs, prioritize tasks and delegate work
- Possess flexibility and willingness to learn

## **Desired skills or experiences:**

- Previous employment in a retail environment; Grocery store a plus
- Have facility with numbers and basic Excel skills
- Experience working Receiving at the Coop

## **Working environment and Requirements:**

- 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
- Work during holidays, the Coop's busiest times
- You must be fully vaccinated against COVID per the NYC mandate and provide proof of vaccination

## **Schedule**

Sunday-Thursday, early mornings. Approximately 38 hours per week. Flexibility to cover colleagues planned absences is required.

## **Wages:**

\$29.64 per hour

## **Benefits:**

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

## **Pre-requisites:**

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

Applications will be reviewed on a rolling basis until the position is filled. To apply, go here: <http://bit.ly/PSFCJobs> or view the job posting on [foodcoop.com](http://foodcoop.com)

The Park Slope Food Coop is an equal opportunity employer that values diversity. We are committed to building a team that represents a variety of backgrounds, perspectives, and skills and are seeking an applicant pool that reflects this diversity. All employment is decided based on qualifications, merit, and Coop needs.