

# Coop Job Opening: Receiving Coordinator Evenings/Weekends

The Coop is seeking to hire a motivated Receiving Coordinator to ensure all products are available for sale to our members. Evening Weekend Receiving Coordinators are generalists who work at the Coop's busiest times. They are an integral part of improving the Coop's financial sustainability through product sales.

## Responsibilities include but are not limited to:

- Evaluating Shopping Floor needs, prioritizing and generating work for members.
- Training member workers to stock, rotate perishable products, and complete projects. ensure all products are continually stocked.
- Providing service to shopping members by answering questions and locating products
- Communicating with colleagues and working members about priorities
- Developing a working knowledge of the Coop's full product selection
- Responding to physical plant and refrigeration issues

**Hours:** 38 hours. Five days per week. Wednesday-Sunday 3:30p-11:30p. Some times may vary.

## The ideal candidate will:

- Enjoy working with diverse people and crowds
- Exhibit flexibility and emotional tenacity
- Be an excellent team player with strong communication skills
- Be dedicated to the Coop's unique member-owner model
- Be computer literate (Macs preferred)
- Be prepared to work during holidays, the Coop's busiest times.
- Have grocery or retail store experience

## Requirements:

- Ability to lift up to 50 pounds
- Reach, crouch, bend, stand, climb stairs and work for hours in walk-in coolers and freezers
- Be on your feet for most of the work day
- Work with and around common allergens including nuts and dust
- Work in noisy, hectic surroundings in close quarters with others
- Candidates must be current members of the Park Slope Food Coop for at least six months immediately prior to application

**Wages:** \$34.22/hour

**Benefits:** A generous package including but not limited to 3 weeks vacation, 11 Health/Personal days, health insurance, 401k Plan, and pension plan.

## How to Apply:

To apply, click here: <http://bit.ly/PSFCJobs> Please include a cover letter with your application. Applications will be reviewed on a rolling basis until the position is filled.

**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.**