

Backroom/ Receiving Coordinator Role Description

Reports to: Store Manager, Assistant Manager

Direct Reports: None

POSITION SUMMARY

Upholds the Core Values as determined by the management team. Primary responsibility for all positions with **Moneta Farm and Home Center (Bolster Hardware LLC)** is to *Amaze Every Customer Every Time*. The receiver is responsible for all functions and paperwork relating to receiving. This position operates machinery, and forklift in a safe and proper manner. The Receiver must maximize sales potential through effective and proper procedures for receiving all products entering the store including verifying actual product against packing slips and confirming product integrity as needed. The Receiver must initial and code invoices, log invoices, and distribute to appropriate departments. This position is responsible for maintaining cleanliness of receiving area including loading dock and trash areas.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives all product for the store, inspecting for shortages, overages, damage, and quality.
- Examines contents and compares with records, invoices, or orders, to verify accuracy of shipment.
- Reports any receiving discrepancies to Managers and Buyer(s) to rectify problems, such as damages, shortages, or nonconformance to specifications.
- Works closely with the inventory manager to make arrangements or to issue instructions for shipping and delivery of materials.
- Delivers or routes products to appropriate departments or storage areas.
- Attends all applicable trainings and be able to use or be certified in use of appropriate equipment (including forklifts, pallet jacks, baler, etc.) needed for store or facility.
- Maintains courteous relationships with drivers and vendors.
- Follows **Moneta Farm and Home Center (Bolster Hardware LLC)** standards as they pertain to receiving practices.
- Follows and complies with all applicable health and sanitation procedures and adheres to safe work practices.
- Operates all equipment in a safe and proper manner.
- Other related duties as assigned.
- Perform the Duties and Responsibilities of Cashier/ Sales associate when required

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- High school diploma or equivalent and 1-2 years prior receiving experience; or an acceptable combination of education and experience.
- Ability to prioritize and multi-task.
- Ability to work independently yet have excellent interpersonal skills and the ability to communicate effectively with other team members and Store leadership
- Knowledgeably communicate with service vendors.
- Ability to understand proper retail receiving.
- Ability to perform simple math operations (addition, subtraction, multiplication, and division).
- Basic computer knowledge.

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- Ability to operate a forklift

*** This is a supplemental job description to be utilized for those associates that have this additional responsibility. This is not a position by itself and the associate with this responsibility is expected to adhere to these expectations along with the expectations set forth on the job description for their main role within the store.*

APPROVAL

I have read, and understand, the duties that are outlined in this document and hereby agree to the tasks and expectations as provided.

Associate Signature

Date

Supervisor Signature

Date:

DRAFT