

# Brooklyn Fare

## Store Receiver & Driver

### Job Summary

This position that requires time availability to work opening/closing shifts, weekends and Holidays, as well as full compliance with work policies. The Store Receiver & Driver performs receiving, accounting, and distribution of incoming and outgoing goods, deliveries for all stores ensuring compliance with all health and safety regulations.

### Primary Responsibilities and Job Duties

- Maximizes sales potential through effective and proper procedures by accurately verifying actual product against invoices and orders confirming product integrity, temperatures and packing as needed.
- Distributes and delivers store goods and store- made items among work locations.
- Stamps, initials, and properly handles invoices for prompt payment and maintenance of house accounts.
- Works jointly with other departments for seamless work operations.
- Follows up with vendors regarding accounts payable and maintain accurate records
- Codes and processes all store expense invoices.
- Provides excellent customer service during deliveries addressing the needs of customers in a timely and effective manner.
- Responsible for cleanliness and maintenance of company vehicles.
- Maintains a safe, clean, and well-organized storage areas.
- Immediately reports safety hazards and violations; communicates operational concerns ensuring compliance with all applicable regulatory safety guidelines.
- Helps with any other duties as required by Management.

### Requirements

- Previous work experience in similar or comparable role of at least 1 year.
- Ability to use tools and equipment, including box cutters, knives, electric pallet jacks, forklifts, hand trucks, six-wheel carts, balers, and other heavy machinery.
- Knowledge of computer programs such as Microsoft Word, Excel, Outlook STCR or other Retail System Technology.
- Familiarity with procurement, logistics, and inventory management.
- Clean driving record and valid driver's license.
- Ability to follow directions and procedures; effective time management and organization skills.
- Strong work ethic and ability to work in a fast-paced environment with a sense of urgency individually and as part of a team

*Work includes walking and standing for prolonged periods, bending, stretching, carry, lift up to 50 lbs. etc. Repetitive arm and hand movements, and moving and lifting products and demanding work conditions such as: cold & hot temperatures, sporadic exposure to outside weather conditions.*

### We Offer you:

- Training, Uniforms, Competitive Wages, Growth Opportunity, Healthcare, Paid Sick Days, PTO, Commuter Spending Account and Employee Discounts.