



Job Description

Culinary Receiver

Department: Culinary

Status: Non-Exempt

Reports to: Executive Chef

Position Summary:

Accurate physical receiving of materials/product in order to maintain integrity of inventory control, and insures delivery of materials/product to the proper department.

Position responsibilities:

- Schedules all inbound deliveries; ensures purchase order number is on all paperwork.
- Receives product deliveries.
- Records and checks quantity and quality of good received.
- Inspect, accept, or reject inbound shipments.
- Communicates and coordinates with appropriate buyer for product returns/repair.
- Properly forwards proper documentation to accounts payable.
- Delivers product to appropriate personnel – insures all pathways are kept clear.
- Assists in other departments as needed.
- Performs other duties as assigned to meet business needs.
- Establishes and maintains effective working relationships with other employees, supervisors and managers.
- Maintains safe work environment according to all department procedures, federal and state regulations
- Wears personal protective Equipment as necessary for the job.

Communication:

- Understands and adheres to organizational and department policy and procedures.
- Conducts himself/herself in a professional manner at all times
- Maintains job-related confidentiality.
- Resolves conflicts respectfully and in a timely manner, asks for assistance from appropriate supervisor/HR as needed.
- Participates actively in department team and all-staff meetings.
- Communicates respectfully at all times.
- Ability to communicate effectively verbally and in writing.
- Operates with a sense of teamwork.

Essential Functions:

- Attendance at work and punctuality is an essential function of this position.
- Ability to lift up to 50 lbs
- Basic math skills
- Ability to communicate effectively with vendors in English
- Required frequently: standing, walking kneeling, squatting, bending reaching, and work in hot or cold temperatures.
- Ability to read and interpret documents such as invoices and department manuals
- Must have a valid driver's license and a clean driving record.

DISCLAIMER NOTICE:

The job duties, elements, responsibilities, skills, functions, experience, educational factors and the requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this job description at any time and require employees to perform other tasks as circumstances or conditions of its business, competitive considerations or the work environment change.

Rev. 2/9/2018