

Job Description

Position: Receiving Clerk

Overview:

A receiving clerk is responsible for the approval, verification, logging, distribution and collection of invoices related to all product received in the store according to company policy. They operate stock dollies, hydraulic pallet jacks, mechanical price marking devices, hydraulic balers and case cutters. They lift and stack up to 50 # and reach and stock product on shelves and racks up to 6 feet high. They check and receive and stage product in the back room, coolers and freezers. In addition, they approve all invoices and provide original copies to the management of the store for payment. They communicate with management and vendors, give direction to vendors and perform, mopping, case cleaning and general cleaning functions.

Job Requirements:

1. Possess above average mathematical abilities.
2. Pull or push wheeled vehicles weighing up to 1000 pounds.
3. Provide verbal & physical assistance to customers and employees.
4. Produce, weigh, package, wrap, price and sell product.
5. Operate pallet jacks.
6. Operate mechanical price stampers & labelers.
7. Operate intercoms, and phones.
8. Operate fork lifts.
9. Follow verbal & written instructions.
10. Perform mopping, sweeping and general cleaning duties around their work area.
11. Lift and stack pallets up to 80 pounds.
12. Communicate effectively with vendors and management.
13. Enforce company policies.