

Grocery Receiver (tiburon / belvedere)

Woodlands Market, Marin's award-winning upscale grocery is looking for a Grocery Receiver at our Tiburon store. We are an independent gourmet market committed to our community and building on our success for the past 26 years please visit us at woodlandsmarket.com to learn more.

Function:

- Upon receiving: count, scan, check product quality and quantify all food goods and products.
- Ensure that invoices are complete and that pricing matches vendors.
- Ensure that product information (prices, UPC codes, etc) are input into system.
- Provide information to customers requesting special orders or out-of-stock items.
- Receive UPS/Fed Ex items, stock item and or transfer to appropriate individuals.
- Maintain back-room cleanliness and orderliness.
- Complete documentation for returned items and ensure that vendors pick up credit returns.
- Oversee, monitor and, if necessary, enforce service alley traffic and parking.
- Meet and coordinate with vendors and distributors on delivery schedules.

Skills:

- Effective customer service (service orientation etc).
- In-depth knowledge of foods and products received by store.
- Experience with scanning gun.
- Able to prioritize work and handle multiple, concurrent tasks.
- Excellent verbal and customer service skills.

Compensation includes pay commensurate with experience, a generous benefits package including Health/Dental/Vision Insurance, 401(k), and a store discount.

Woodlands Market is an independent, family-owned gourmet grocery and cafe with 260+ employees. Woodlands is committed to excellence, quality and outstanding customer service. Please visit us at www.woodlandsmarket.com to learn more