GATEWAY CLIPPER FLEET

**Receiver**

Direct Report: Purchasing Manager

Director of Department

**Job Description**

Candidate will work with a team of people to successfully unload all delivery trucks in a timely and safe manner and place all products in the proper place once received. You will be responsible for tracking the deliveries and troubleshooting order issues with the Purchasing Agent. The candidate will also facilitate the return of all damaged or wrong products to vendors. Food movement between all vessel both hot and cold is required and the ability to lift 25-50 pounds is a must. All local, state and federal health codes must be adhered to and all company sanitation practices are to be followed.

**Responsibilities**

* Receive products from vendors deliveries and unload trucks at the unloading area
* Compare packing lists to products to ensure that all the items that are being billed for are received
* Safely drive a tractors to receive the orders and bring miscellaneous products to and from loading area.
* Filling cooks food and other material requisition forms
* Maintain cleanliness of store rooms and refrigeration
* Food movement from vessel to vessel, both hot and cold to be done in a safe and practical manner
* Assist in inventory control and ordering as needed

**Qualifications and Requirements**

* High school diploma/GED preferred
* 1+ year warehouse experience
* Must understand Local, State, Federal Health codes
* Willing to work early mornings, weekends and holidays
* Able to lift 25-50 pounds unassisted at times