

**Position Title:** Receiver / Supervisor

**Reports To:** Store Manager

**Last Revision Date:** Feb, 2019

## **Position Summary**

Receive and Record the movements of supplies, materials, and equipment in accordance with Liquor Plus policy. Deconstruct shipments and transport to proper storage areas, maintaining a clean and organized receiving area.

## **Key Responsibilities**

- Receive incoming goods, ensuring product received reflects invoice information. Noting all variances between ordered and received quantities as per company policy
- Inspect products received for quality assurance, possible shortages / overages per company policy
- Oversee unloading of product received and proper repackaging and loading of product to be returned
- Create and maintain a well-organized receiving area, keeping a constant knowledge of where all products are being stored, to assist in retrieval
- Deconstruct and unpack shippers in a safe and organized manner as per company policy, into manageable piles, ensuring accessibility for other team members
- Confirm new products are set up in LBoss (Point of sale system) prior to sending to retail floor

## **Other Related Duties**

- Organize receiving layout to ensure clutter and tripping hazards are minimized.
- Operate a hand jack to transport pallets of product safely within receiving area.
- Maintain store cleanliness by ensuring all cleaning schedules are completed in a timely manner and all cleaning policies are followed
- Prioritize abiding by safety policy and procedures established by WCB, Safety Standards Act of BC, and Liquor Plus
- Trains staff on company policies and procedures, enforces policies and monitors staff performance
- Responsible for the intake, and organization, of recyclable materials

## **We want our team members to have:**

- Previous cashier and customer service experience in a retail environment, with receiving experience preferred (2+ years)
- Proven experience as receiving clerk or similar position
- Availability to work either weekends/ evening shifts

## **We want our team members to be:**

- Methodical in organizing and in storing a large variety of product, in a logical and easy to retrieve manner
- Confident in their ability to learn about a wide variety of local and foreign products, with passion for the constantly evolving industry
- Committed to working as a team to create a supportive and inviting environment welcoming to all patrons, and serving them in the most friendly and professional of manners
- Ready to apply their drive and creativity to building attractive and successful displays

## **We Provide:**

- Frequent Wine + Trade Tastings
- Team Member Discount at 8 locations
- Steel Toed Shoe Allowance
- Birthday + Anniversary Gifts
- Free Seasonal T-Shirts
- Dynamic workplace + Industry Experience

## **Job Requirements**

Must be 19 + years of age

Must have Serving It Right certification

## **Working Conditions**

Capable of lifting 20+ pounds worth of material

Constant standing / moving for 4 – 8