

Buffalo Mountain Market
Position Description
Receiving and Stocking

Summary

The Receiver brings goods into the Market. They work with a team of people to bring boxes in, stock items, and put them away. In between deliveries, stock the store, organize back stock, and ensure the receiving area is ready for the next delivery. The ideal candidate for this position loves to be organized and have a tidy workspace. On Tuesday and Friday mornings, the workday starts at 6:00 AM.

Essential Duties

- Meet delivery trucks to sort and bring boxes into the store.
- Help maintain organization of storage areas so that they are clean and easy to access
- Rotate backstock to enable FIFO to happen easily
- Keep the store stocked and abundant looking

Desired Skills

- Strong written and oral communication skills
- Ability to collaborate across departments
- Capacity to work independently and as a part of a team
- Solid organizational skills

Position Requirements

- Able to lift 30 lbs and move boxes safely
- Able to bend down to reach the lowest shelves and access the highest shelves