

**JOB DESCRIPTION**

<b>Job Title</b>	DSD Receiver	<b>Department</b>	Center Store
<b>FLSA Status</b>	Non-Exempt	<b>Reports To</b>	Grocery Manager
	<input checked="" type="checkbox"/> Fulltime <input type="checkbox"/> Part-time	<b>Hours</b>	40
<b>Date Created</b>		<b>Approved</b>	

**Primary Functions:** The DSD Receiver is responsible for ensuring the proper receipt and return of DSD product by following policies and procedures in place by Crop’s Fresh Marketplace.

**Essential Functions**

- Ensures compliance with company policies and procedures with respect to department operations, quality, safe food handling, to ensure compliance state, federal and OSHA safety and sanitation regulations.
- Provides and maintains friendly, professional customer service to all individuals (vendors and reps).
- Receives all deliveries of DSD product and maintains proper vendor receipt and return information.
- Ensures correct counts are recorded by comparing, identifying/verifying information such as counts weights, or measures of “actual” product being received or returned against vendor Delivery or Return invoice and note any differences for billing reports and accuracy.
- Follows proper procedures and safety guidelines when handling DSD deliveries or pickups using back room hand trucks, forklifts or any other receiving equipment and stacking in proper locations for stocking process.
- Maintain clean and efficient loading and unloading area.
- Any other duties as assigned.

**Competencies**

The DSD Receiver must be trustworthy and have a good attitude and be friendly, self-motivated, flexible, conscientious, organized, and have a good attention to detail. Also, must have good interpersonal and communication skills, and interface well with management, and co-workers and customers.

**Education and Experience**

High School Diploma or equivalent  
 1+ years’ experience as Retail Receiver  
 Microsoft Office proficient

**Physical Requirements**

Ability to be work in fluctuating temperature environments  
 Ability to be in a stationary position and/or move about for various intervals  
 Ability to utilize the phone (requiring auditory and verbal senses)  
 Ability to utilize register, scales and systems for various intervals (requiring finger dexterity/visual acuity)  
 Ability to reach, bend, balance, and lift merchandise  
 Ability to lift 5-15 lbs. up to 60 lbs. occasionally.  
 Ability to travel independently (via plane/car)  
 Regular and predictable attendance

**Disclaimer**

*Nothing in this job description restricts management’s right to assign or reassign duties and responsibilities to this job at any time. This description reflects management’s assignment of essential functions; it does not exclude or restrict the tasks that may be assigned.*

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 Employee Signature      Assistant Store Director Signature      Store Director Signature