

## Receiving / Delivery Supervisor

Monday through Friday, 8:00 to 5:00 – Subject to change; depending on receiving schedule.

### Reports to Operations Manager

- MOD to provide back-up during heavy delivery days and lunch breaks
- Oversee and coordinate all receiving in both the Soil Lot and East Lot.
- Coordinate with SALs prior to when trucks are expected, size of order, locate price tags and get carts/racks ready.
- To be alerted when trucks are approaching and/or pulling into lots
- Will train staff in proper procedures for safely and efficiently receiving, delivering, unloading, checking, pricing, recycling etc.—all activities that occur in both lots.
- Will delegate trained “unloaders” and “checkers” for each truck as needed
- Will ensure that receiving paperwork is checked, signed and handled according to SOP -
- Coordinate with SALs and visual merchandiser in pricing and distributing received goods to the floor for sale safely, quickly and efficiently
- Keep racks and carts organized and available ahead of time for receiving, according to what vendors are coming – i.e. do they drop off their racks in exchange for others, do we unload their racks onto ours?, do we unload onto ground?,
- Work to maintain good relations with vendors and drivers
- Make sure racks to be used are in good repair and have proper shelf spacing for maximum efficiency.
- Each day keep both lots organized and clean and free of debris; ready for the next day.
- Coordinate with Soil & Mulch SAL regarding placement of deliveries etc.
- Help oversee Soil Lot loaders to make sure SOP is followed, tasks performed, bags kept neat.
- Make sure dumpsters are managed and access is clear for trash trucks
- Keep empty pallets neat and disposed of as needed
- Organize and ensure recyclable flats and trays are sent back with trucks when possible.
- Instruct all staff how to deposit and store empty pots, flats, trays, Styrofoam and other materials for recycling or reuse or return. Keep neat and organized.
- Arrange, delegate, train, and oversee customer deliveries. Do deliveries when necessary or for training purposes. Ensure paperwork is handled according to SOP.
- Inform SAL or MOD of any product issues prior to the delivery driver leaving.
- Ensure that BNP delivery protocol is followed and report any problems to the MOD.

- Monitor all company vehicles; IE: forklift propane levels, truck maintenance, van maintenance, following all BNP protocol when using any company vehicle.
- Oversee Fed –X and UPS deliveries. Ensure that all deliveries are accounted for and are taken to the proper area for receiving.