



Job Description:	Receiving / Delivery Supervisor
Reports to:	Garden Center Manager
Position Purpose:	Oversee and coordinate all receiving and outgoing deliveries in an organized and efficient manner.

Key Job Responsibilities:

a. Opening Procedures:

- a. Unlock and open soil lot gates
- b. Storage facilities and warehouse
- c. Place cones out for delivery trucks
- d. Check delivery schedule for incoming and outgoing deliveries, and process completed deliveries from day before

b. Closing Procedures:

- a. Parking company vehicles at the warehouse
- b. Lock up the warehouse
- c. Pull traffic cones from receiving area.

c. Managing Deliveries

- a. Oversee and coordinate all receiving in both the Soil Lot and East Lot.
- b. Coordinate with SALs prior to when trucks are expected, size of order, locate price tags and get carts/racks ready.
- c. Will train staff in proper procedures for safely and efficiently receiving, delivering, unloading, checking, pricing, recycling etc.—all activities that occur in both lots.
- d. Will delegate trained “unloaders” and “checkers” for each truck as needed.
- e. Will ensure that receiving paperwork is checked, signed and handled according to SOP.
- f. Coordinate with SALs and visual merchandiser in pricing and distributing received goods to the floor for sale safely, quickly and efficiently.
- g. Work to maintain good relations with vendors and drivers.
- h. Arrange, delegate, train, and oversee customer deliveries. Do deliveries when necessary or for training purposes. Ensure paperwork is handled according to SOP.
- i. Inform SAL or MOD of any product issues prior to the delivery driver leaving.
- j. Ensure that BNP delivery protocol is followed and report any problems to the MOD.
- k. Oversee Fed-X and UPS deliveries. Ensure that all deliveries are accounted for and are taken to the proper area for receiving.
- l. MOD to provide back-up during heavy delivery days and lunch breaks.
- m. Ability to lift 25-50lbs.

d. Maintain Delivery Areas

- a. 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 pallets?,
- b. Make sure racks to be used are in good repair and have proper shelf spacing for maximum efficiency. Also ensure that plants are being rotated on racks to prevent shelf die-out.
- c. Each day keep both lots organized and clean and free of debris; ready for the next day.



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- d. Make sure dumpsters are managed and access is clear for trash trucks.
 - e. Keep empty pallets neat and disposed of as needed.
 - f. Organize and ensure recyclable flats and trays are sent back with trucks when possible.
 - g. 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.
 - h. Monitor all company vehicles; IE: forklift propane levels, truck maintenance, van maintenance, following all BNP protocol when using any company vehicle.
 - i. Completing or delegating any store maintenance projects organized by the MOD

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell.

The employee must occasionally lift and/or move up to 50 pounds.

Each BNP person is an integral part of the overall success. To keep BNP operating at an efficient, effective and profitable level, all BNP members are asked to assist in different areas of the operation and to perform tasks that are outside of their day-to-day responsibilities. However, *exceptional customer service is every BNP employee and leader's responsibility.*