

JOB DESCRIPTION

THE GOLDEN HOG

RECEIVING CLERK (Full Time)

The Golden Hog is a gourmet market that provides a unique experience for customers regarding the high quality and special selection of products in a friendly and comfortable atmosphere. The **Receiving Clerk** is the responsible for inspecting products, tracking quality and expiration dates, troubleshooting order issues with suppliers.

Job Responsibilities:

- Responsible for receiving, unloading and inspecting delivered goods to ensure that all products ordered are correct and that no items are damaged.
- Distributes products to the respective department.
- Supports the Store Manager on controlling the receiving process and the quality of the products received.
- Complies with food safety policies set by the regulatory agencies. Observes all company rules and policies.
- Performs other duties and tasks as assigned.

Job Skills & Requirements:

- High school Degree (preferred)
- English and Spanish speaker (preferred)
- Organization skills
- Detail oriented
- Able to lift and move at least 80 lbs. (required)

Benefits:

- 1 Free Meal / work day (Lunch or Dinner)
- Free parking
- Reimbursement for Annual Plan (Toll) - after the probation period
- Health Insurance (50-64% - company's contribution), Dental Insurance and Vision Insurance: all insurances are applicable only for Full Time positions, after the probation period.
- 10% of discount in purchases