



## Receiving Clerk

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### General Description

The Receiving Clerk is responsible for managing the GCCI receiving process for all donated items. This position also manages the truck drivers and forklift drivers; provides general supervision of outside activities; conducts quality control for inventory; and maintains all pertinent records.

### Reporting

This position reports to Warehouse Supervisor

*Any position working a minimum of 2 days/week, may remain on their current team or they may elect to join the warehouse team*

### Time Commitment

This position requires 1 day/week

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### Key Responsibilities

1. Supervise the receiving process
2. Complete all required daily recordkeeping including an inventory list
3. Maintain ongoing inventory of yard, outside cooler and freezer, letting distribution know what is available
4. Oversee quality control and determine if food products are fresh enough for distribution
5. Coordinate the removal of food not fit for human consumption
6. Organize donated product collection and assign drivers to collection duties
7. Secure all perishables prior to closing the warehouse on a daily basis.
8. Other duties as assigned

### Qualifications

1. Knowledge of GCCI programs, policies, procedures, and practices
2. Knowledge of general recordkeeping procedures
3. Effective internal customer service skills
4. Effective communication skills
5. Ability to grow as a supervisor
6. Ability to handle multiple tasks through to completion
7. Ability to resolve issues with and between others
8. Critical attention to detail
9. Ability to move food and carts
10. Ability to lift up to 25 lbs.
11. Positive attitude