



Receiver

DEPARTMENT	REPORTS TO	PAY CLASSIFICATION	LAST UPDATED
10 - Grocery	Grocery Manager	Hourly-Non-Exempt	March 16, 2026

Job Summary

Receives merchandise and checks items for damage, correct quantities, back orders, etc. Assists with stocking and display of grocery products, maintains department cleanliness, and provides customer service. Codes invoices to appropriate department.

About Caledonia Food Co-op

Caledonia Food Co-op is a member-owned grocery store that draws together the diverse communities of Caledonia County and surrounding areas in an inclusive space supporting food justice, local resilience, environmental stewardship, area food producers and a vibrant downtown St. Johnsbury.

Essential Job Duties

- ✓ Prepares storage areas for incoming deliveries
- ✓ Receives product and ensures order and invoice accuracy
- ✓ Checks deliveries to verify piece count and check for obvious damage. Notify proper department of discrepancies
- ✓ Direct unloading for most efficient use of labor
- ✓ Signs for deliveries with appropriate department coding and adjustments noted on invoice
- ✓ Coordinates returns, ensuring that returned items are sent back to suppliers in a timely manner
- ✓ Maintain approximate floor plan in storage area, using location signs as needed
- ✓ Cleaning, and facing grocery shelves, dairy, meat, bulk and frozen cases
- ✓ Greeting and assisting customers in a friendly, courteous manner
- ✓ Maintaining date rotation, removing out-of-date product, and proactively preventing spoilage and waste
- ✓ Effectively communicates short dates, spoilage, and waste to department manager

Additional Duties

- ✓ May be asked to perform additional duties as required

Essential Skills

- ✓ Ability to take direction and work independently with little to no supervision at times
- ✓ Excellent interpersonal skills, ability to effectively communicate with teammates and customers
- ✓ Ability to multi-task, strong attention to detail, and good organizational skills

Essential Mental & Physical Requirements

- ✓ Works with guidance from Grocery Manager and/or General Manager



- ✓ Performs a limited number of tasks as dictated by department demands
- ✓ Relays information to diverse groups
- ✓ Makes independent decisions
- ✓ Ability to read and understand invoices and product tags and learn established organizational systems
- ✓ Standing, bending, walking, reaching, twisting, squatting, pushing, pulling, and fine motor skills
- ✓ Exposure to extreme temperatures, including periods below freezing and above 90 degrees
- ✓ Must be able to lift and carry up to 50 lbs. frequently
- ✓ Ability to use tools and equipment including box cutters, stepladders, and pallet jacks

Experience and Educational Requirements

- ✓ There are no educational requirements, though basic knowledge of natural and organic grocery products is a plus.

Other Qualifications

- ✓ Ability to safely and successfully perform essential job functions consistent with the ADA, FMLA & other federal, state & local standards - including meeting qualitative and/or quantitative productivity standards
- ✓ Ability to maintain reasonably regular, punctual attendance consistent with the ADA, FMLA & other federal, state and local standards
- ✓ Compliance with all personnel policies

Important Disclaimer Notice

The job duties, elements and responsibilities, skills, functions, experience, educational factors, requirements and conditions listed in this job description are representative only and not exhaustive of the tasks that the employee may be required to perform. The Co-op does reserve the right to revise this job description at any time and require employees to perform other job duties as assigned.