



## *Immediate Job Opening*

**Job Title:** Receiver

**General Description:** The primary responsibilities of this position are to oversee the receiving area, receive, inspect, identify, count and verify quality and labeling of all product delivered to the Food Bank.

**Job Duties:** Receives incoming products and supplies and verifies items on receiving schedule against paperwork. Ensures count accuracy, records on appropriate forms or database and communicates information to Inventory department. Verifies quality and labeling of all materials and supplies. Performs all frozen storage activity including receiving, inspecting, rotation, and stocking.

**Qualifications:**

- High school diploma or equivalent.
- Minimum 2 years receiving experience
- Basic computer skills
- Ability to maintain accurate records
- Minimum 2 years Forklift/pallet jack experience
- Ability to lift 50 lbs.

**Rate of Pay:** \$11.50/hour

**Job Closing Date:** Monday, October 26, 2020

Please complete an application and submit to Martha Cabrera, HR Generalist, at 826 Krill Street, Corpus Christi, TX 78408.