

Job Description: Receiving Lead

Marin Ace, San Rafael and/or Standard 5&10 Ace, San Francisco

LAST UPDATED JULY 8, 2014

Position Summary

The primary responsibilities of the Receiving Lead position are to be responsible for the efficient flow, tracking, and accuracy of all deliveries and transfers coming in and out of the store. This includes any/all deliveries and all related processes and paperwork.

Mon & Wed 5:30 AM start required. This position includes receiving, building BBQs, delivery, warehouse, and store related maintenance. MUST have valid CDL and clean driving record.

Experience as a supervisor and in retail/stocking is required for this position. Hardware experience is a bonus. Candidate must be a fast learner with a cheerful, positive attitude. They must work well under pressure and with fellow workers from diverse backgrounds. Candidates must be able to speak and write English proficiently.

Major Responsibilities

The major responsibilities for this position include:

- Unload and load trucks in safe manner
- Receive and sort Ace order using the Ace sort process
- Operate a dolley and/or pallet jack safely and efficiently
- Separate Special Orders from delivery and process according to store policy
- Tag all required items with security tags (if applicable)
- Establish and maintain strict organization standards in the backroom
- Ensure all inbound merchandise is checked in per store procedures
- Maintain organized and accurate files for all paperwork related to the backroom
- Oversee the proper procedures for all inter-store transfers
- Process all damage claims according to store policy and maintain related paperwork
- Follow up on all damage claims and returns to the Retail Support Center in a timely manner
- Assist with assembly of BBQs, etc.
- Delivery of special orders to customers, transfer goods to our other store over the Golden Gate Bridge, moving items between the store and our warehouses, using our store van.
- Answer customer service phone calls
- Maintain all backroom tools and supplies as necessary
- Maintain store warehouses
- Store maintenance as required

Minimum Requirements

The minimum requirements for this position include the following:

- Mon & Wed 5:30 AM start required.
- Education/Training: High School degree, some college preferred. Posses a vast product knowledge of consumable products along with a willingness to learn.
- Experience in a retail environment
- Leadership/management skills

- Strong organizational skills
- Knowledgeable of store policies and procedures
- Ability to communicate, relate well, and direct the work of others
- Ability to solve problems, work independently, and check accuracy
- Knowledge of retail computer systems, MS Word and Excel a plus.
- Excellent communication skills, high attention to detail, and ability to multi-task
- California Drivers' License required with clean driving record
- Ability and willingness to work flexible hours including early mornings, evenings, weekends and holidays to meet the needs of the business

Physical Requirements

The minimum physical requirements for this position include:

- Must be able to lift 50 pounds frequently
- Must wear a back belt as needed and proper lifting techniques used
- Ability to stand for an extended period of time.

Salary and Benefits

Salary based on experience. Great benefits including health & dental insurance, vacation and sick pay, 401k, and employee discount for those with qualifying hours.

Standard 5&10 Ace, 3545 California Street, San Francisco CA 94118

www.Standard5n10.com – applications to ilenia@standard5n10.com

Store Hours: Mon-Fri 8:30am – 7pm, Sat-Sun 9am-6pm

Ace Deliveries: Monday and Thursday 5am

The SF receiving position requires shifts on Monday & Thursday starting at 4:45am

Marin Ace, 180 Merrydale Road, San Rafael, CA 94903

www.MarinAce.com – applications to alberto@marinace.com

Store Hours: Mon-Fri 7am-7pm, Sat-Sun 8am-6pm

Ace Deliveries: Monday and Wednesday 6am

The San Rafael receiving manager position requires shifts on Monday & Wednesday starting at 5:30am

TO APPLY:

For your application to be considered, please do not send with resume attachment. Cut and paste resume in replying email, and please include the answers to all three of these following questions:

- 1) **Why do you want to work in our store?**
- 2) **What kind of job are you looking for?**
- 3) **Please explain why you think you are qualified for this position**

Send your email with resume and answers to:

- San Francisco: ilenia@standard5n10.com, *subject:* Receiving Lead Application
- San Rafael: alberto@marinace.com *subject:* Receiving Lead Application

Job responsibilities may change based on the needs of the business.