



## Receiving Associate, Greenmarket Co.

Greenmarket Co., a program of GrowNYC  
100 Gold Street, Suite 3300, New York, NY 10038

### Organization Information

For over 45 years, GrowNYC has been transforming communities throughout the five boroughs by giving New Yorkers the tools and resources they need to make our city cleaner, healthier, and more sustainable. Whether it's operating the world-famous Union Square Greenmarket, building a new community garden, teaching young people about the environment, or increasing recycling rates through education, GrowNYC is hard at work in your neighborhood. GrowNYC is a privately funded 501(c)(3) not-for-profit organization.

### Greenmarket Co. Program Summary

Greenmarket Co. is a Bronx-based hub for source-verified, high-quality, fair-priced local foods to meet the city's burgeoning demand for local food in wholesale volumes. Greenmarket Co. is a local food distribution service with a two-pronged mission: to create a profitable wholesale marketplace for regional farm and food businesses, and to create transparent, efficient supply chains that increase all New Yorkers' access to high-quality, locally produced food.

### Receiving Associate Responsibilities:

Reporting to Greenmarket Co.'s Operations & Logistics Manager and working closely with the Warehouse and Facilities Manager, the Receiving Associate ensures product is properly received, handled, inspected and stored. The Receiving Associate's responsibilities include:

- Receive daily deliveries from various farmers and aggregators from start to finish— physically intaking product, check for quality and accurate quantity, communicate shorts or quality issues to Procurement, Warehouse and Facilities Manager, and Sales team, record product received in inventory management software, complete and retain all receiving-related paperwork such as POs and Bills of Lading and give to Procurement team
- Conduct regular quality inspections upon delivery, ensure proper handling and cold chain compliance
- Be a champion for First In First Out (FIFO) product circulation, monitoring expiration and shelf life dates and communicating short dates with appropriate staff
- Efficiently break down full pallets and place products in appropriate storage areas
- Aggregate orders for individual clients, and prepare orders for delivery
- Maintain a neat and organized space in the walk-in cooler and other product storage areas
- Maintain an accurate log of expiration dates and inventory on all grains product
- Excellent communication with team
- Report to and take direction from Operations and Logistics Manager and work well with GrowNYC staff.

### Requirements include:

- Two years' experience with warehouse operations and/or fresh produce a must
- Awareness of produce quality and food safety standards at a wholesale level
- Excellent communication skills and ability to work as part of a team
- Ability to take initiative as well as seek direction
- Strong desire to work hard toward a true, positive impact for local farmers, wholesale food buyers, and end-consumers
- Ability to work some flexible hours including very early mornings, evenings and weekends. Weekly sample schedule might look like Sun-Tue and Thu 5am-1pm and Wed 9a-5pm.
- Possess physical capacity to lift 50 pounds, stand for extended periods of time, and work in a noisy environment
- Forklift certification and driver's license required, CDL highly favorable.

The Receiving Associate position pays \$20 per hour and includes statutory benefits.

**How to apply:** Submit cover letter, resume, and three references to Santos Rivera at [svivera@grownyc.org](mailto:svivera@grownyc.org). Please write "Greenmarket Co. Receiving Associate" in the subject line. Please also include where you heard about the position in your cover letter.