



## **JOB OPPORTUNITY: SEASONAL GREENMARKET CO. RECEIVING COORDINATOR**

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

### **Organization Information:**

For nearly 50 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 is a Bronx-based hub with source-verified, high-quality, fair-priced local foods that 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 new, profitable wholesale marketplace for regional farm and food businesses, and to create transparent, efficient supply chains that increase all New Yorkers' access to locally produced food.

### **Receiving Coordinator Responsibilities:**

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

- Coordinate the following activities:
  - 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 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 of 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;
- Excellent communication with team
- Report to and take direction from Operations Manager and work cooperatively with GrowNYC staff.

### **Requirements include:**

- Two years experience with warehouse operations and/or fresh produce is a must;
- Awareness of produce quality and food safety standards at a wholesale level;
- Stellar communication 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;
- Possess physical capacity to lift 50 pounds, stand for extended periods of time, and work in a noisy environment;
- Forklift certification and drivers license required, CDL highly favorable.

The Receiving Coordinator position is \$16/hour and includes only statutory benefits.

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

**GrowNYC is an Equal Opportunity Employer.** All qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, sex, age, disability, marital status or sexual orientation