

# **Shipping and Receiving Associate**

## **Crossroads Community Services (Crossroads)**

### **Position Summary**

The Shipping and Receiving Associate (S&RA) is responsible for receiving all incoming products, accurate order fulfillment, and shipping of orders. Crossroads fulfills orders primarily for groceries, which include fresh produce, refrigerated and frozen products, and occasionally non-food items. The S&RA is responsible for rotating and storing the inventory following North Texas Food Bank (NTFB) and Health Department guidelines. S&RA is also responsible for keeping all food storage areas safe, secure, and clean.

Our Hub team is growing, learn about of upcoming move at: <http://www.ccsdallas.org/our-exciting-future.html>

### **Required Qualifications and Skills**

- At least one year of experience in receiving/shipping, inventory control, and driving a forklift.
- Self-starter with good work ethic who follows instructions/procedures pays attention to detail
- Able to lift and carry 75 pounds and can walk/stand for up to three hours
- A person of integrity with a teachable spirit who is committed to Crossroad's mission and goals
- Excellent customer service skills are essential
- Must have or able to pass the Food Handler's certification
- AIB and OSHA experience a plus, as is the ability to speak Spanish

### **Primary Responsibilities**

- Set up and restock as needed food displays and shopping area
- monitor shopping area inventory and restock as needed
- Help walk-in clients shop when necessary.
- Record temperatures of all refrigerators and freezers (am and pm).
- Inspect and maintain tools and equipment.
- Generate and build CDP (Community Distribution Partners) orders
- Accurately fill and ship orders following Crossroads procedures
- Conduct monthly physical inventory counts and weekly cycle counts as needed
- Be responsible for keeping the warehouse safe and clean
- Give input to improve safety, security, and efficiency

For consideration to join the team at Crossroads please submit resume and references to [careers@ccsdallas.org](mailto:careers@ccsdallas.org).