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# Example of Receiver Job Description

Our company is looking to fill the role of receiver. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for receiver

* Checks, inspects, examines and counts all products being unloaded for quality and quantity against Purchase Orders
* Informs Warehouse management and Merchandising of any discrepancies on purchase orders
* Makes sure that the drivers are backed up to the proper door and their trailers are secure before unloading begins
* Documents all overages, shortages and damages
* Informs Warehouse management and Merchandisers when trucks are late for scheduled appointment times
* Makes sure that all unwanted product is returned to the truck
* Ensures that the drivers’ signature is on all paper work
* Signs all necessary paper work before releasing the truck
* Cleans dock area as needed
* Schedule and confirm all receiving appointments

## Qualifications for receiver

* High School Diploma / GED Certification required
* Forklift (mandatory) and Clamp experience a plus
* Possesses good independent judgment skills
* 1 year of receiving experience preferred in a food service environment
* This position will spend 100% of time standing •Fast pace work environment •Environmental exposure to cold, heat and water •Lift up to 50 pounds •Must be able to understand sanitation directions
* Able to carry boxes up and down the warehouse ladders, as needed