



Receiving Manager

Job Description

Company: J.A.V. Food Corp d/b/a Agata & Valentina

Location: New York, NY 10075

Job Type: Full-Time, In-Person

Compensation: \$21/hr. - \$25/hr.

Reports To: Store Managers and General Managers

Position Summary

Our Specialty Food Retailer is seeking a dedicated and detailed-oriented Receiving Department Manager to oversee daily operations and ensure an efficient flow of goods throughout the store. The ideal candidate will have hands-on experience in food retail receiving, strong organizational and communicational skills and the ability to manage multiple priorities in a fast-paced environment. This position is ideal for someone who enjoys being actively involved in daily operations, working closely with department managers, and maintaining high standards of accuracy, safety and teamwork.

If you take pride in keeping operations running smoothly and ensuring products move seamlessly from dock to shelf, we would love to hear from you!

Essential Duties and Responsibilities

- Oversee and perform daily receiving tasks, ensuring all deliveries are checked, verified, and logged accurately
- Communicate with vendors, delivery drivers, purchasing department and store departments regarding order discrepancies or damages
- Maintain a clean, organized, and clearly labeled receiving and storage area
- Train and schedule receiving staff; ensure adequate coverage during peak periods and absences
- Track and report shortages, damaged goods, and inventory adjustments to the Store Manager and General Manager
- Ensure compliance with food safety, sanitation, and workplace safety policies
- Assist with product rotation and organization to minimize waste and ensure freshness
- Collaborate with department managers to prioritize and stage deliveries efficiently
- Support operational improvements by maintaining accurate receiving procedures and documentation



Knowledge, Skills, and Competencies

- Minimum 3 years of experience in receiving, or inventory operations, preferably in a food retail environment
- Prior experience training or supervising a team within a receiving or warehouse setting
- Proven ability to accept deliveries, returns to vendors and verify invoices, purchase orders, and packing slips for accuracy
- Familiarity with inventory systems and vendor communication tools
- Working knowledge of food safety and storage requirements
- Proficient in Microsoft Excel and Outlook
- High school diploma required; Associate's degree preferred

Benefits

- Comprehensive health, dental, and vision insurance
- 401(k) with employer match
- Paid time off, including vacation, sick leave, and holidays
- Employee discounts

Equal Opportunity Statement

Agata & Valentina is an Equal Opportunity Employer. Employment decisions are made without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, or any other protected status.

If you are interested in this opportunity, please email your resume and a brief introduction to careers@agatavalentina.com