



Now Hiring: Receiving Coordinator

Blue Hill Co-op – Blue Hill, Maine

Status: Full-time | Hourly

Schedule: Early morning and daytime shifts

Compensation: Level 3 pay scale, DOE

Benefits: Dental, IRA, store discount, paid time off (PTO), professional development

Apply: bluehillcoop@bluehill.coop – Subject: Receiving Coordinator Application

About Us

Blue Hill Co-op has been rooted in the Blue Hill Peninsula since 1974, serving our community as a member-owned natural foods cooperative. We partner with hundreds of regional organic farmers and producers and opened a beautiful new storefront in the heart of Blue Hill in 2019. With annual sales exceeding \$10 million and a dedicated team of roughly 80 staff, we continue to grow with purpose. We believe the way food is grown, prepared, and shared matters.

The Role

The Receiving Coordinator is a storewide operational linchpin. While the role is primarily aligned with our Grocery department and reports to the Grocery Manager, our Receiving Coordinator receives and delivers product for all departments — Grocery, Produce, Café, and beyond. Accurate, timely receiving is the foundation of a well-run store, and this role is at the center of it.

We're looking for someone who is organized, physically capable, and detail-oriented — someone who takes pride in getting it right every time a truck pulls up to the dock. Early morning availability and a reliable, proactive work ethic are essential.

What You'll Do

- Receive and verify all incoming deliveries against invoices and purchase orders — checking quantities, product condition, expiration dates, and quality.
- Inspect deliveries from UNFI, local producers, and direct delivery accounts; process credits, returns, and discrepancies accurately.
- Label, date, and route received product to the correct department in a timely and organized manner.
- Rotate stock using FIFO method; assist with stocking center store shelves and back stocking overflow.
- Enter received goods accurately into the Catapult POS inventory system; maintain organized receiving records and documentation.
- Maintain a clean, safe, and organized receiving dock, back room, and walk-in storage areas.
- Operate pallet jacks and hand trucks safely; communicate low stock, discrepancies, and delivery issues to the Grocery Manager and relevant buyers promptly.
- Assist with periodic inventory counts as requested.

What We're Looking For

- Previous experience in receiving, warehousing, grocery, or a comparable operational role.
- Strong attention to detail and organizational skills; able to catch and resolve discrepancies accurately.
- Reliable, punctual, and available for early morning shifts — consistently.
- Basic math and computer skills; comfort with inventory or POS data entry.

- Ability to lift up to 50 pounds repeatedly and work in a fast-paced environment including refrigerated areas.
- Familiarity with natural, organic, and locally sourced products is a plus.
- Experience with Catapult POS or FIFO stock rotation practices preferred but not required.

How to Apply

Send a resume and brief cover letter to bluehillcoop@bluehill.coop with the subject line: Receiving Coordinator Application — [Your Name]. We'd love to hear why this role and this Co-op feel like the right fit.

Blue Hill Co-op is an equal opportunity employer and cooperative.