

# Receiving Clerk

## Job Description

TITLE OF POSITION: Receiving Clerk	DEPARTMENT: Purchasing
REPORTS TO: Purchasing Manager	DATE: May 13 <sup>th</sup> , 2015
PAY RATE/RANGE: \$20.00	PAY TYPE: Hourly

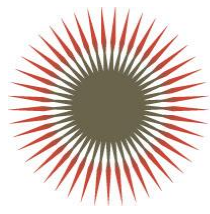
### POSITION SUMMARY:

Ensure all areas are fully stocked for the daily food and beverage business. Maintain daily inventory and corresponding paperwork. Receive all food, beverage and other items according to Purchase Order and Invoice. Perform all duties assigned in accordance with legal regulations and requirements, presenting oneself as an asset to the Hollywood Park Casino and encouraging others to do the same.

### MAJOR RESPONSIBILITIES:

Interface and provide first-class 5 star level customer service to all guests and employees. Responsible for ensuring the customer service provided always exceeds the criteria set by the Hollywood Park Casino Company, Inc. Code of Professionalism. Maintain a professional and well-groomed appearance at all times. Possess the ability to understand and follow through on written or verbal instructions; possesses the ability to communicate effectively with all guests and employees. The following are position essential duties and responsibilities. Other additional duties may be assigned, as needed.

- Receive items and match with the Purchase Order and Invoice.
- Ensure proper quantity, quality and cost of the merchandise received.
- Deliver merchandise to the respective outlets, (i.e. kitchen, bars, concessions) according to Requisition Sheet.
- Follow proper requisition procedures as stipulated in the Policies and Procedures.
- Maintain the Berg System according to the operating procedure.
- Count the inventory in the Warehouse, and as assigned any other outlets, on a daily basis.
- Accurately fill in the Receiving Log to complete the purchasing process on time.
- Complete all Warehouse related paperwork on a daily basis.
- Perform a complete and thorough monthly inventory count on the last day of each month.
- Comply with all Health Codes.
- Maintain the Warehouse in a neat and clean state.
- Organize all shelved items.

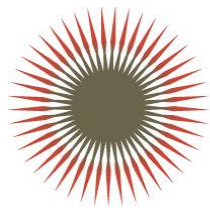


## HOLLYWOOD PARK CASINO

- Date and label all products.
- Monitors freezer and refrigerator temperatures if necessary. Consistently rotating food to ensure freshness.
- Inspects food items and/or supplies for purpose of verifying specifications mandated by the California Health and Safety Division.
- Maintain proper control procedures.
- Report all unsafe work conditions immediately.
- Follows health and safety regulations, specifically, but not limited to, California Health & Safety Code, Division 104, Part 7 – Retail Food.
- Knowledgeable in company and departmental policies and procedures and position procedures.
- Interface and provide excellent customer service to patrons and co-workers.
- Report safety concerns to supervisor immediately.
- Take direction from supervisor.
- Flexibility to change schedule or locations within the casino as required to meet the needs of the department.
- Must function in a team environment.
- Must communicate with co-workers and customers.
- Complete all other duties as assigned by leads, supervisors and upper management.
- Attendance and Punctuality are an essential function of the position.

### **QUALIFICATIONS, EXPERIENCE, EDUCATION:**

- Minimum 6 months receiving experience required, with prior knowledge in electronic tracking of stock preferred.
- Basic knowledge and computer skills necessary.
- Must be 21 years of age or older to apply.
- Must be able to pass a background check to obtain a casino work permit before entering this position.
- Must have employment eligibility in the U.S
- Must possess a high regard for customer service and Team Member relations.
- Ability to adapt well to the casino environment that involves large numbers of people as well as loud and continuous high noise levels.
- Demonstrates Flexibility – able to change schedule or locations within the casino as required to meet the needs of the departments
- Must be able to work any shift and any day of the week, including weekends, holidays, and special events.
- Ability to walk and stand for 100% of shift.



## HOLLYWOOD PARK CASINO

- Ability to push, pull, bend, stoop, squat, kneel, climb, reach, twist, and grip throughout a shift.
- Ability to establish and maintain effective working relationships with employees and guests.
- Ability to work under pressure and be detail oriented.
- Must have ability to manage multiple tasks with frequent interruptions, use time efficiently, and demonstrate attention to detail, follow instructions and respond to management direction.

### **HOURS:**

Hollywood Park Casino operates 24 hours a day. Every effort will be made to accommodate each employee with a schedule that is best suited for them. However, schedules may vary depending on business volume and other factors. No schedules will be guaranteed.

The above statements are intended to describe the general nature, level of work, and skills being performed by people assigned to this classification. All employees may be required to perform duties outside of their normal responsibilities from time to time, as needed. Furthermore, the above statements may be reviewed, changed and/or modified by management at any time, with or without notice to employees.