

# THE WESTIN

## RESORT & SPA

### WHISTLER

#### POSITION DESCRIPTION

**POSITION TITLE:** Shipper and Receiver

**REPORTS TO:** Director of Finance

**SUPERVISES:** n/a

**UPDATED:** March 2018

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#### OVERVIEW:

This position is responsible for coordinating the shipping and receiving functions at the property to reduce costs and improve standards of quality. Ensure proper receiving, handling, storing and issuing procedures are adhered to, minimize risk of loss along with kitchen support and waste management.

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#### DUTIES AND RESPONSIBILITIES:

- Coordinate the utilization of the loading dock and storage areas to maximize space available for storage. Schedule vendors off-loading and pickup times.
- Inspect merchandise to ensure conformity with purchase order specifications and standards.
- Support the culinary team daily with the unloading, storage and cycling of all food items for kitchen restaurants and banquet.
- Receive and deliver all housekeeping and service express goods to level 2.
- Manage and sorting the waste for the waste diversion program and be an ambassador on recycling programs.
- Receive and deliver all beverage shipments to banquet storage room.
- Maintain a precise log book to track all shipments for groups. Keep all shipments in a secure storage. Deliver all shipments to meeting's locations when required.
- Maintain a precise log book to track all guests and departmental couriers. Responsible for receiving and shipping all guests and departmental packages.
- Delivers and replace water to individual departments once a week.
- Power wash the loading area and bins regularly to maintain cleanliness and control.

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**SKILLS AND EXPERIENCE:**

- Minimum two years of experience in a similar position.
  - Able to move and lift boxes of up to 50 pounds.
  - Strong computer skills. Proficient with the use of e-mail, excel and Microsoft office.
  - Demonstrate self-confidence, energy and enthusiasm
  - Demonstrate high level of organizational skills and time management
  - Able to work flexible hours regular shift on
  - Must be able to work independently doing repetitive tasks.
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