

THE WESTIN

RESORT & SPA
WHISTLER

POSITION DESCRIPTION

POSITION TITLE:	Shipper and Receiver
REPORTS TO:	Director of Finance
SUPERVISES:	n/a
UPDATED:	December 2015

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.

MAJOR DUTIES & 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.
- Assist the culinary team on a daily basis with the storage of all food items for kitchen restaurants and banquet.
- Receive and deliver all housekeeping and service express goods to level 2.
- Promote and manage waste diversion with the assistance and guidance of culinary and engineering
- 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 a minimum of three times a week.
 - Comply with WRS's Occupational Health and Safety Program and the Regulation of WorkSafeBC
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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
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