



ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Warehouse, All-Inclusive

Reports To: Warehouse Manager

Department: Retail

Position Type: Non-Exempt – Seasonal

Compensation and Benefits: \$14.50/hr. - \$15.00/hr.

- Part-Time and/or Seasonal employees will accumulate sick time at the rate of 1 hour per 30 hours worked, up to 48 hours in a year. Unused sick hours currently are carried over from year to year up to 48 hours so they can be accumulated and used when needed. Employees will not accrue additional sick time until the balance falls below 48 hours.
- No Benefits plan available

Potential for Advancement: Yes

JOB DESCRIPTION

This is a driving eligible position that performs several duties aimed at ensuring that the operations of the warehouse are run safe and smoothly daily. This includes assisting Warehouse Manager in making sure the flow of merchandise is handled effectively, properly priced, delivered to stores and stored properly as well as assisting Warehouse Workers with computer help.

Essential Duties/Responsibilities

1. Assists in managing the timely and safe receipt, storage, retrieval and shipping of merchandise. This includes coordinating the timely flow of information related to the stocking of different locations.
2. Ensures Warehouse workers are using proper safety equipment and following safety and security procedures.
3. Receives and unloads incoming merchandise, including large boxes and pallets. Ensures that correct quantity has been received by comparing information with the purchase order. Identifies any damaged or missing merchandise and reports to supervisor immediately.
4. Labels and prices each item as required. Makes sure that all items are labeled and priced properly.
5. Moves received merchandise to appropriate storage areas using dollies. Restocks shelves of the Warehouse as needed. Ensures correct stocking techniques are followed. Gets rid of pallets and cardboard.
6. Pulls items off shelves to be sent to the Retail Sales Visitor Centers stores and outlets. Packs them into totes. Makes sure that packaged items are properly and securely placed in the delivery truck.
7. Delivers merchandise and stocks shelves in the stores.
8. Participates in periodic inventories and the end of year inventory of all Warehouse locations.

Other Duties/Responsibilities

1. Maintains cleanliness and safe storage in the Warehouse.
2. Complies with the Warehouse's safety and security procedures.
3. Other duties as needed

Additional Weekend Duties/Responsibilities

1. On call at the warehouse for any questions from the stores
2. Assist the store clerks at each location with any computer or Retail Pro issues. If unable to solve a problem, contact tech support provider Greystone to help find a solution.
3. If one of the clerks calls in sick either before or during a shift, run the store until closing and/or find another clerk to cover.

JOB QUALIFICATIONS

Knowledge, Skill and Ability

This position requires the ability to provide organization to the Warehouse.

1. Organizational skills and the ability to work in a multi-task environment with competing priorities.
2. Proven ability to work well with others and maintain a positive work environment required.
3. Knowledge of inventory control and quality control procedures is desirable.
4. Must provide a clean MVR.
5. Must be at least 21 years of age.

Requirement

Must be fully vaccinated against Covid-19 and show proof of vaccination status upon hire.

Computer Skills

Ability to learn new computer programs.

Education or Formal Training

High-school diploma or GED preferred.

Experience

1. Experience in Warehouse field is preferable.

Material and Equipment Directly Used

The position requires the use of computerized equipment, printers, fax machines, copiers, telephones meter, cash registers, and other typical office and retail equipment. This position also required the use of step-stools and ladders.

Working Environment/Physical Activities

Some weekends, Holiday and evening hours are required. Ability to sit for extended periods of time required. Must be comfortable driving on RMNP premises and off. Occasional travel in Colorado and Wyoming may be required. Ability to lift up to 50 lbs.

NOTE: THIS JOB DESCRIPTION IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF ALL DUTIES, RESPONSIBILITIES OR QUALIFICATIONS ASSOCIATED WITH THE JOB.