

## ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

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### JOB OVERVIEW

**Position Title:** Warehouse, Non-Driver

**Reports To:** Warehouse Manager

**Department:** Retail

**Position Type:** Non-Exempt – Seasonal

**Compensation and Benefits:** \$14.00/hr. - \$14.50/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 non-driving, on-site position that performs several duties aimed at ensuring that the operations of the warehouse are run safe and smoothly daily. This includes making sure items are received, priced and stored effectively.

#### Essential Duties/Responsibilities

1. Receives merchandise and unloads delivery trucks, including large boxes and pallets. Sorts out items from a variety of delivered packages and determines merchandise disseminating tasks.
2. 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.
3. Labels and prices each item as required. Makes sure that all items are labeled and priced properly.
4. 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.
5. 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.
6. Delivers merchandise and stocks shelves in the stores.
7. 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.

#### **Supervisory Duties**

None.

#### **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.

##### **Requirements**

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, telephones and other typical office 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 or stand for extended periods of time 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.**