



ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Warehouse Worker, including driving responsibilities

Reports To: Warehouse Manager

Department: Retail

Position Type: Non-Exempt, Part-Time, Year Round

Compensation and Benefits: \$19.00/hr. - \$19.50/hr.

- No Park-Housing 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 making sure the flow of merchandise is handled effectively, receiving, properly priced, delivered to stores and stored properly.

Essential Duties/Responsibilities

1. Receives and unloads incoming merchandise, including large boxes and pallets. Ensures that correct quantity has been received by comparing information with the packing slip or purchase order. Identifies any damaged or missing merchandise and reports to supervisor immediately. This includes coordinating the timely flow of information related to the stocking of different locations.
2. Labels and prices items appropriately.
3. Moves received merchandise to appropriate storage area locations using dollies. Restocks shelves of the warehouse as necessary. Utilizes correct stocking techniques and guidelines in the warehouse. Discards of pallets and cardboard following proper procedures with recycling.
4. Pulls items off shelves to be sent to the Retail Sales Visitor Centers stores and outlets. Pack them into totes properly. Ensures that packaged items are properly and securely placed in the delivery truck.
5. Delivers merchandise and stocks shelves in the stores.
6. Safely and effectively operate a motor vehicle, to include fuels vehicles when necessary.
7. Answers warehouse telephone and directs calls accordingly.
8. Participates in several inventory counts throughout the year and at end-end of all products in warehouse location(s) as well as some Retail Sales Visitor Centers stores and outlets.
9. Follows all safety and security procedures, including but not limited to Cybersecurity, OSHA standards, utilization of PPE, and motor vehicle safety.
10. Maintains cleanliness and safe storage practices in the Warehouse.

Other Duties/Responsibilities

1. Complies with the Warehouse's safety and security procedures.

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2. Physical ability to safely load and unload totes, displays, stock shelves and work at altitudes over 12,000 feet.
3. Set-up and close RMNP and Outlet store locations by moving displays and merchandise.
4. May need to use hand and electric equipment tools for various building or projects.
5. Other duties as assigned.

JOB QUALIFICATIONS

Knowledge, Skill and Ability

This position requires the ability to provide organization and process efficiency 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.

Education or Formal Training

1. High-school diploma or GED preferred.

Experience

1. Experience in Warehouse field is preferable.

Material and Equipment Directly Used

1. This position requires the use of motor vehicles, hand tools, hand carts, dollies, stepstools, and ladders.
2. Office equipment includes but is not limited to computers, telephones, and other various office and retail equipment.

Working Environment/Physical Activities

1. Weekends, Holiday and evening hours may be required.
2. Must have the ability to stand for extended periods of time.
3. Must be comfortable driving throughout all areas of RMNP, to reach various visitors centers.
4. Occasional travel in Colorado may be required.
5. 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.