

ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Warehouse Driver

Reports To: Warehouse Manager

Department: Retail

Position Type: Non-Exempt – 2024 Seasonal, May to October-Hours Variable

Compensation: \$20.00/hr. - \$20.50/hr.

- No Benefits plan is available
- Sick time is accrued at the rate of 1 hour for every 30 hours worked
- Seasonal housing may be a possibility based on availability as well as eligibility requirements

JOB DESCRIPTION

Position performs several duties aimed at ensuring that the operations of the warehouse are run safely and smoothly daily. This includes making sure items are packaged loaded, delivered, and stocked effectively.

Essential Duties/Responsibilities

1. May pull 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 vehicle
2. Delivers merchandise to Conservancy stores in Rocky and surrounding areas. Regularly drives over Trail Ridge Road to deliver merchandise to the Alpine and Kawuneeche Visitors Centers. May also deliver other supplies as needed
3. Unloads merchandise by hand and using dollies. Stocks delivered merchandise in visitor center stores to ensure a uniform and organized sales area. Properly stores backstock in designated areas
4. Returns totes as well as any damaged or incorrect merchandise to the warehouse as needed

Other Duties/Responsibilities

1. Maintains cleanliness and safe storage in the Warehouse and vehicles
2. Fuels vehicles and fill windshield wiper fluid
3. Complies with the Warehouse's safety and security procedures
4. Other duties as needed

Supervisory Duties

None.

JOB QUALIFICATIONS

Knowledge, Skill and Ability

This position requires the ability to safely transport and handle merchandise

1. Safely and effectively operate a motor vehicle
2. Physical ability to safely load and unload totes, stock shelves, work and drive at altitudes over 12,000 feet
3. Organizational skills and the ability to work in a multi-task environment with competing priorities
4. Proven ability to work well with others and maintain a positive work environment required
5. Knowledge of inventory control and quality control procedures is desirable

Computer Skills

Ability to learn new computer programs

Education or Formal Training

High-school diploma or GED preferred

Experience

1. Experience in Warehouse or delivery field is preferable

Material and Equipment Directly Used

The position requires the use of motor vehicles, hand carts or dollies. This position may also occasionally require the use of stepstools and ladders.

Working Environment/Physical Activities

Some weekend, holiday and evening hours are required. Ability to sit or stand for extended periods of time required. Ability to lift up to 50 lbs. Ability to drive.

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