

ROCKY MOUNTAIN CONSERVANCY POSITION DESCRIPTION

JOB OVERVIEW

Position Title: Warehouse Worker

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 received, priced, stored and delivered effectively. Position is responsible for delivering merchandise to and stocking all Rocky Mountain Conservancy Retail Sales Visitor Centers located in Rocky Mountain National Park.

Essential Duties/Responsibilities

1. Receives merchandise and unloads delivery trucks, including large boxes and pallets. Sorts out item from a variety of delivered packages and determines merchandise disseminating tasks
2. Ensures that correct quantity of merchandise 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 for each item as required. Make 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. Ensure 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. Pack 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

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 motor vehicles, dollies, stepstool, ladders, and other typical warehouse and office equipment

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 safely.

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