



### Warehouse Assistant

Sequoia and Kings Canyon National Parks are popular destination parks for families, international visitors, and diverse individuals. Park visitors seek opportunities for recreation, learning, voluntourism, sightseeing, and more. The Warehouse Assistant assists with product receiving and shipping, assembling orders for each park store, tracking inventory stock levels, and transporting stock to and from warehouse as well as park stores.

FLSA STATUS: Overtime Non-exempt  
Department: Retail

EMPLOYMENT TYPE: Seasonal  
Reports to: Warehouse Manager

#### ESSENTIAL DUTIES:

- Help maintain inventory stock levels/inventory needs.
- Help keep warehouse and book distribution room clean and organized.
- Assist with filling product orders for stores, mail orders and wholesale orders and checking in new merchandise.
- Deliver orders to Foothills in-park store and help with stocking if needed.
- Assemble SPC product and casework
- Print barcodes and price merchandise
- Transport boxes to and from warehouse and visitor center as needed.
- Perform physical inventories as needed.
- Work in a safe manner in compliance with the Conservancy's Safety Program.
- Continually expand personal knowledge of national parks and computers.

#### REQUIREMENTS :

- Being fully vaccinated against COVID-19 with proof of vaccination
- Legible writing and positive communication skills.
- Strong organizational skills.
- Assist other SPC office staff as needed and when time permits.
- Ability to quickly learn new tasks with positive attitude.
- Ability to get along well with others and to work as part of a team.
- Willingness to work weekends and holidays if needed.
- Willingness to take on additional duties as needed or required.
- Excellent basic math and counting skills.
- Driver's license.

#### PREFERRED BUT NOT MANDATORY SKILLS:

- Valid Forklift Operators License
- Some knowledge of point of sales inventory systems.
- Some computer and office/clerical skills.

#### SUPERVISORY RESPONSIBILITIES

None

#### PHYSICAL DEMANDS

This position is physically demanding. Employees need to be able to stand on their feet up to eight hours per day, be able to lift and carry boxes weighing up to 60 pounds, and load, move and unload a fully loaded hand truck 250 yards. This position is subjected to repetitive motion, bending, and squatting.

## **WORK ENVIRONMENT**

The work environment includes working and driving in the early morning, daytime, evening, and nighttime conditions, possible outdoor settings including favorable and inclement weather, varying air quality, and potentially high temperatures.

Working in the parks exposes employees to unpredictable and potentially dangerous situations. Examples are rock fall, radon exposure in Crystal Cave, lightning, working at night, wildlife encounters (bees/wasps, black bears, etc.), or driving at night.

## **TOOLS/EQUIPMENT USED**

Hand truck, ten key calculators, NPS phone system, computer, and tablets with Microsoft and Google products. Employees may also drive a company vehicle (if authorized). Employees may be required to drive personal vehicles for official business

## **GUIDELINES FOLLOWED**

SPC Employee Handbook, SPC Safety Program, National Park Service regulations, and other handbooks and manuals as instructed.

## **EQUAL OPPORTUNITY EMPLOYER**

**SEQUOIA PARKS CONSERVANCY IS AN EQUAL OPPORTUNITY EMPLOYER** Sequoia Parks Conservancy is an equal opportunity employer. We do not discriminate against any applicant based on race, religion, color, national origin, gender, sexual orientation, gender identity or expression, genetic information, age, disability, marital status, or veteran status.