



Warehouse Assistant

The Warehouse Assistant position assists with receiving and shipping products, assembling orders for each park store, tracking inventory stock levels, and transporting stock to and from the warehouse and 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 the 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 the Park stores and help with stocking if needed.
- Assemble SPC product and casework
- Print barcodes and price merchandise
- Transport boxes to and from the 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.
- Assist other SPC office staff as needed and when time permits.

REQUIREMENTS:

- Legible writing and positive communication skills.
- Must be able to stand for up to eight hours per day
- Must be able to lift and carry boxes up to 60 pounds
- Must be able to move, load, and unload a fully loaded hand truck 250 yards.
- Strong organizational skills.
- Ability to quickly learn new tasks with a 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 and clean driving record.

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 for 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 and 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.

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