

# SEQUOIA

## PARKS CONSERVANCY

### POSITION DESCRIPTION

**TITLE:** Warehouse Assistant

**GENERAL DESCRIPTION:**

Assist with product receiving and shipping, assembling orders for stores. Assist in advising inventory stock levels. Transport stock to and from warehouse.

**SUPERVISION RECEIVED:**

Supervised by Warehouse Manager. May receive additional direction from Retail Operations Director and Retail Assistant when needed.

**SUPERVISION EXERCISED:**

None

**TOOLS/EQUIPMENT UTILIZED:**

POS system, computer, hand truck, fork lift, SPC/NPS vehicles, and phone system.

**GUIDELINES FOLLOWED:**

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

**WORK ENVIRONMENT:**

Office, warehouse, and in-park stores in several visitor centers.

**ESSENTIAL DUTIES:**

- ◆ Help maintain inventory.
- ◆ Help keep warehouse and book distribution room clean and organized.
- ◆ Assist Inventory Coordinator with filling orders for stores, mail orders, wholesale orders, and checking in new merchandise.
- ◆ Assist with other office clerical duties.
- ◆ Deliver orders to Foothills in-park store and help with stocking if needed.
- ◆ Assemble SPC product, casework and displays.
- ◆ Assist other SPC office staff as needed and when time permits.
- ◆ Pick up supplies for office from NPS warehouse.
- ◆ Print barcodes and price merchandise
- ◆ Transport boxes to and from warehouse.
- ◆ Transport recycling to recycling center.
- ◆ Perform physical inventories as needed.
- ◆ Work in a safe manner in compliance with the Conservancy's Safety Program.
- ◆ Transport boxes to and from warehouse and visitor center as needed.
- ◆ Continually expand personal knowledge of national parks and computers.
- ◆ Help inform stock levels/inventory needs.
- ◆ Participate in year-end inventory as needed.

**REQUIREMENTS (EDUCATION/SKILLS/KNOWLEDGE/PHYSICAL DEMANDS):**

- ◆ Being fully vaccinated against COVID-19 with proof of vaccination
- ◆ Good knowledge of point of sales inventory systems.
- ◆ Good computer and office/clerical skills.
- ◆ Legible writing and positive communication skills.
- ◆ Strong organizational skills.
- ◆ 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 and clean driving record.
- ◆ Ability to stand on feet up to eight hours per day.
- ◆ Ability to lift and carry boxes weighing up to 60 pounds and load, move and unload a fully loaded hand truck 250 yards.

**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's status.