

## POSITION DESCRIPTION

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<b>Position:</b>	Warehouse Assistant Manager
<b>Department:</b>	Tooth of Time Traders
<b>Salary Level:</b>	III (Coordinator/Asst. Manager)
<b>Default Housing:</b>	<i>Roofed-CHQ (Final housing assignments may differ based on availability)</i>
<b>Reports To:</b>	Tooth of Time Traders Seasonal Warehouse Manager
<b>Desired Availability:</b>	May 20 – August 22

### Philmont Standards

- Must be at least 18 years of age by start of employment (21+ requirement, if applicable, will be noted below)
- Must become a registered member of the Boy Scouts of America at the start of employment and subscribe to the Scout Oath, Scout Law, and Declaration of Religious Principles
- Must provide a complete and current BSA Annual Health and Medical Record to the Infirmary upon arrival including review of risk advisory and immunization requirements
- Must maintain a clean, well-groomed appearance and be willing to purchase required uniform parts to meet Philmont's uniform policy
- Must participate in designated staff training
- Must adhere to the policies and programs set forth by Philmont Scout Ranch management

### Position Overview

The Tooth of Time Traders is where the ultimate magic of Philmont comes to life through our merchandise and our warehouse assistant manager is vital to delivering customer service that offers a distinctive shopping experience and drives sales results of over \$3.5 million annually. While all positions within Philmont require working as part of a team to meet department and ranch objectives, your individual responsibilities as a warehouse assistant manager include the receiving, storing, handling, shipping, and preparing of product for delivery while directing the warehouse staff and maintaining the warehouse in a safe, clean, and orderly fashion.

### Primary Duties & Responsibilities

- Assist in the workload of the store and show good overall morale for the store.
- Strong interpersonal and communication skills. Ability to read, write, and interpret instructional documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to effectively communicate with customers, peers, and management.
- Basic math functions such as addition, subtraction, multiplication, and division. Ability to use a calculator and calculate percentages and ratios.
- Ability to multi-task, while being attentive to customers and remaining flexible to the needs of the store.
- Ability to work as part of a team and take initiative independent of direct supervision.
- Enthusiastic, friendly, and energetic with a genuine desire to provide outstanding service.
- Maintain a safe work environment.
- Utilize, follow, and maintain the warehouse receiving log.

- Utilize, follow, and maintain accurate warehouse locations of all merchandise.
- Ticket merchandise as necessary.
- Monitor stock levels in lower locations and refill those bins as necessary to maintain efficiency.
- Help store employees or customers in finding/getting product.
- Fill, clean and troubleshoot vending machines across the ranch.
- Keep the vending machine vehicle clean at all times.
- Load and unload cartons/merchandise to and from delivery
- Processing must be completed in a timely manner to maintain established department and location standards
- Perform other related duties, special projects or assignments as required
- Adhere to company policies and procedures; follows department training guidelines, best practices, and operating procedures
- Keep work area neat and clean
- Work well with fellow Associates, Supervisors and Managers
- Enforce warehouse procedures alongside the Warehouse Manager.
- Organize the training of staff, as well as monitoring staff performance and progress through evaluations.
- Schedule warehouse staff shifts and days off
- Follow all Safety and Security Guidelines
- Motivate, organize, and encourage teamwork within the workforce to ensure productivity targets are met or exceeded
- Briefing team leaders on a daily basis
- Complete other duties as assigned by direct supervisor or ranch management as required

### Desired Qualifications & Experience

- Must be 18 years of age by time of employment.
- Must be able to secure a Philmont Driver's License.
- Opportunity to be trained/licensed to operate power equipment
- Ability to prioritize tasks and ask for help when needed
- Ability to function well in a high-pace and at times stressful environment
- Supply chain/distribution/retail experience suggested
- Must be Certified Food Handler. You will be given a code to cover the cost of the class once you've been hired. <http://newmexico.foodhandlerclasses.com> Click on the link to begin the training

### Physical Requirements & Work Environment

- Must meet the BSA height/weight requirements
- Be able to lift and handle materials up to 70 pounds throughout the scheduled workday
- Up to 90% of the workday could be spent standing, walking, bending, stooping, kneeling, crouching, climbing ladders, lifting, carrying, push and pull packages on a continuous and repetitive basis throughout shift

### Additional Information

Send inquiries to [philstaff@scouting.org](mailto:philstaff@scouting.org)

It should be noted by applicants that Philmont Scout Ranch and the surrounding are located in a rural ranching community within the high desert of the Sangre de Cristo mountains. Climate, culture, and the availability of

resources may vary significantly than other communities. Amenities applicants are used to may not be available on the ranch or the surrounding area.

*Philmont and the Boy Scouts of America provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.*

*This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.*

**Updated:** 7/9/2022