

**TRADING POST WAREHOUSE CLERK
POSITION DESCRIPTION**

POSITION CONCEPT

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

PHILMONT REQUIREMENTS

- Provide and maintain a cheerful, helpful and efficient service to all Philmont guests. Insure that all participants have an enjoyable experience. When possible, solve their needs and concerns, when not possible, steer them to someone who can.
- Carry out the prescribed policies and procedure of the Philmont Scout Ranch as outlined in the Staff Guidebook and during staff training.
- Present oneself to every participant and guest clean, sharp appearing and correctly uniformed as described in the Staff Guidebook.
- Become familiar with all materials supplied prior to the camping season.
- Become familiar with all pertinent Philmont policies and procedures.
- Must be 18 years of age by time of employment.
- Must be Certified Food Handler. <http://newmexico.foodhandlerclasses.com/> Click on the link to begin the training. The cost for the training is \$7. You will be reimbursed after presenting the certificate during staff check in at Camping Headquarters.

SPECIFIC JOB REQUIREMENTS

- Must be able to secure a Philmont Driver's License.
- Be able to operate a forklift with training.
- Be able to lift and handle materials of at least 70 pounds.
- Assist in the work load 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.

- This position involves constant moving, conversing, listening, reaching, grabbing and standing for at least two consecutive hours. May occasionally involve stooping, kneeling, crouching, and climbing ladders.
- Enthusiastic, friendly, and energetic with a genuine desire to provide outstanding service.

DUTIES AND RESPONSIBILITIES

- 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 vehicles
- Lift, carries, push and pull packages on a continuous and repetitive basis throughout shift.
- Processing must be completed in a timely manner to maintain established department and location standards
- Opportunity to be trained/licensed to operate power equipment
- 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
- Follows all Location Safety and Security Guidelines
- Perform other related duties, special projects or assignments as required

10/17sojk