

Canyonlands Natural History Association (CNHA)
Job Description

Title: Warehouse Assistant
Classification: Seasonal
Reports to: Operations Manager
Supervisor: Operations Manager

Summary of Responsibilities:

1. Perform daily warehouse duties in an efficient manner
2. Support of Warehouse Lead

Responsibilities

1. Pulling, packing, shipping or delivery of orders
2. Data entry
3. Receiving, pricing, and stocking of inventory
4. Creating vouchers for received inventory
5. Maintaining a clean and organized work area
6. Performing routine vehicle cleaning and light maintenance
7. Rolling posters and other assembly work
8. Special Projects as assigned
9. Filling in for Front Line Staff at a CNHA visitor center store when asked

Working Conditions:

1. Must be able to be on feet for full shift. Walking, bending and lifting required throughout shift.
2. Must be able to load/unload freight usually not exceeding 50 lbs.
3. Requires delivery to remote outlets which can consist a full day of driving

Education, Experiences & Skill Required:

1. Ability to perform several tasks concurrently with ease and professionalism.
2. Proficient with computer and other general office equipment.
3. Ability to communicate clearly and concisely, verbally and in writing.

Additional Qualifications:

1. Must have a valid driver's license
2. Must be insurable on CNHA's fleet policy

Safety Hazards of the Job:

Minimal hazards. General office & warehouse working conditions.

This job description is not intended to be all inclusive. You may be asked by supervisors or managers to perform other duties. You will be evaluated in part based upon your performance of the tasks listed in this job description as well as the other duties you are asked to perform.

Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time for any reason.

Revised: July 2020