

Canyonlands Natural History Association

Front Line Staff / Warehouse Assistant Job Description

Title: (Combined Position) Front Line Staff I / Warehouse Assistant

Classification: Seasonal (Part-Time)

Reports to: Operations Manager & Retail Sales Manager

Responsibilities:

1. Provide exceptional customer service to the visiting public.
2. Provide information and advice about the area
3. Sell products from the book store to enhance the visitor's experience
4. Ring up sales on the POS computers
5. Help in putting away stock and keeping shelves clean and organized
6. Be the "face" of Canyonlands Natural History Association and all our partners
7. Pulling, packing, shipping or delivery of orders
8. Data entry
9. Receiving, pricing, and stocking of inventory
10. Maintaining a clean and organized work area
11. Performing routine vehicle cleaning
12. Rolling posters and other assembly work

Working Conditions:

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

Education, Experience & Skills Required:

1. Customer service experience
2. Knowledge of the area or ability to learn about the area
3. Ability to communicate clearly and concisely. Bi-lingual or Multi-lingual a plus
4. Proficient with computers and common business software and other general office equipment
5. Must have a valid driver's license
6. Must be insurable on CNHA's fleet policy

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.