

PLIMOTH PLANTATION JOB DESCRIPTION



Department: Retail Operations
Job Title: Stockroom Associate
Reports to: Stockroom Supervisor
FLSA Status: Non-exempt
Position: Part time, seasonal
Supervises: None

POSITION SUMMARY

Receive, sticker and distribute merchandise, maintain a safe and orderly stockroom, assist with packing and shipping mail order.

RESPONSIBILITIES

- Provide a friendly and welcoming presence for all guests and coworkers throughout the Museum.
- Will support the Museums's mission, vision, core values and customer service philosophy.
- Receive and unpack shipments.
- Must follow all safety policies and procedures as outlined in the safety handbook and any safety policies or procedures that may be implemented by the Stockroom Supervisor.
- Inspect product for damages or flaws.
- Sticker merchandise.
- Record accurate counts.
- Stock merchandise to assigned areas.
- Correct discrepancies.
- Handle all merchandise with care.
- Contact buyers or shops when necessary.
- Create proposed p.o.'s on computer.
- Print tags and look up inventory data for reference as needed.
- Pull and fill orders for all shop locations.
- Using the company vehicle, deliver merchandise to all shops - daily and as needed.
- Carefully packs items to avoid damages.
- Maintain a clean and orderly work area.
- Break down cardboard boxes and keep all aisles free of trash.
- Answer phone and take messages.
- Attend meetings as required by Stockroom Supervisor.
- Using the company vehicle, pick up merchandise from vendors or deliver merchandise to off-site locations as requested by the Stockroom Supervisor.
- Assists supervisor with picking, packing and shipping items for mail order.

**This description focuses on the primary duties of the position.
It is not designed nor intended to include all duties inherent
in satisfactory performance of the position.**

QUALIFICATIONS

Must be able to comprehend written and oral instructions and follow directions. Use a computer and calculator.
Must possess current, valid Massachusetts driver's license.

PHYSICAL DEMANDS

Required to sit or stand for a long period of time, occasionally needing to crouch or kneel, also lifting, carrying and transporting merchandise totes up to 40(+) lbs. Be able to use a step stool or ladder, operate a pallet jack. Lifting is required. Also to operate the company vehicle to transport merchandise between shops.

January 2016

Employee Signature

Date