



Warehouse Assistant

Position Type: Seasonal, Full-time Mid-May through Oct. 7th

Locations: Crater Lake Natural History Association Office and Warehouse Building
227 Steel Circle, Unit A Crater Lake, Oregon 97604

Warehouse Assistants are instrumental in maintaining a consistent flow of merchandise between the warehouse and the stores.

About the Job

In addition to supporting general store operations, you will be responsible for maintaining positive, productive relationships with our National Park partners.

Responsibilities:

- Assist in receiving deliveries.
- Unpack and quality check incoming merchandise.
- Store incoming goods.
- Remove goods from shelves and affix price labels and tags to merchandise.
- Troubleshoot occasional technical issues.
- Maintain and ensure punctuality and a professional appearance.
- Become an expert in the educational value of store products and be able to communicate the significance to store visitors.
- Assists with store duties such as inventory, receiving, stocking, cleaning, organizing, and merchandising.
- Occasionally support day-to-day retail store operations, including completing sales transactions.
- Assist with special events, such as Ride The Rim, or other seasonal events as requested.
- Act as an ambassador of CLNHA and the NPS to ensure park visitors have meaningful and memorable experiences.
- Assist with daily inventory pulling, receiving, stocking, pricing and other inventory management.
- Use of personally owned vehicles for merchandise movement between warehouse and store locations is required, all mileage is reimbursed at the annual IRS rate.

Physical Demand: Tasks require the regular and sustained performance of moderately physically demanding work.

- Standing for long periods of time.
- Reaching, bending, stooping, balancing, climbing, kneeling, crouching, crawling, lifting, carrying, pushing, and or pulling moderately heavy objects and materials typically between 75 and 100 pounds.

Qualifications & Experience:

- Money handling experience is a plus, but not required.
- Ability to work independently, with minimum supervision.
- Ability to function in a team environment.

Warehouse Assistant

- Ability to communicate orally to provide general information to park visitors in an understandable pleasant manner and to handle routine problems.
- Attention to detail and strong organizational skills.
- Applicants must possess a valid U.S. driver's license, and provide proof of liability insurance at a minimum of 100,000.00 coverage.
- Possess reliable source of transportation.

Compensation and Schedule:

- \$18.00 an hour
- Full or partial RV hookups available at a company owned employee only campground just 15 miles from the Warehouse for \$100/month utility charge.
- Limited company owned dorm housing may be available for a small monthly fee.
- Commuter mileage reimbursement may be available for long distance commuters.
- Full-time Employees will work four 10 hour shifts a week between the hours of 7:00 am and 6:30 pm with three day weekends.
- Part-time Employees will work three to four days a week on a reduced hour schedule, typically 6 hours shifts, but this can be negotiated.

How to apply:

Interested applicants should complete an application at

<https://www.craterlakeoregon.org/contact.asp> and email it to apply@craterlakeoregon.org

If you have questions and would like more information on the position, please contact us at apply@craterlakeoregon.org