



YOSEMITE
CONSERVANCY

Warehouse Assistant

Position type: Full-time Seasonal (non-exempt), subject to furlough

Reports to: Director of Retail Operations

Location: El Portal, CA

The Warehouse Assistant is responsible for daily operations at two warehouse locations in El Portal, CA. The position is responsible for coordinating, receiving, and distributing product to Yosemite Conservancy retail locations throughout Yosemite National Park. This position oversees a warehouse operation with over \$4M in annual sales of books and merchandise, as well as stock of all Conservancy published books. The Warehouse Assistant is responsible for ensuring smooth and efficient operations, maximizing storage space, refining systems for inventory management, and promoting environmentally sustainable practices.

Who We Are

We're passionate about Yosemite — and about helping all people connect with, learn about, and take care of the park. As a member of the Conservancy team, you'll be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

What You'll Do

The Warehouse Assistant reports to the Director of Retail Operations and is responsible for the following:

Deliveries

- Fulfill transfer orders and transports deliveries from El Portal to all retail locations throughout YNP.
- Ensure secure transfer methods are exercised for delivery of cash remits from retail stations.
- Sort and recycle all shipping and packing materials to our zero landfill initiative standards from all retail stores and warehouse locations.

Webstore

- Fulfill web store orders and ship out through El Portal USPS and couriers.
- Receive and distribute all company mail to appropriate employees and locations.
- Monitor and update webstore shipping rates as necessary.
- Provide primary customer support for calls that come into the El Portal Warehouse.
- Support wholesale customer service in conjunction with Retail and Publishing Manager.
- Coordinate wholesale order fulfillment with Retail and Publishing Manager.

Inventory

- Receive merchandise and supplies delivered to warehouse locations.
- Work cooperatively with vendors and delivery service staff during shipments & receiving.
- Communicate all item arrivals to the Retail Department and Inventory Manager.



YOSEMITE CONSERVANCY

- Manage and adjust inventory levels and out of stock items in web store.
- Assist with routine cycle counts and annual physical inventory.
- Assist Inventory Manager with physical monitoring of inventory levels and storage capacities at both the NPS warehouse and El Portal office warehouse.
- Organize inventory and maximize storage capacity in all warehouse spaces.
- Continuous process improvement for all receiving and storage procedures.

Warehouse

- Maintain cleanliness and organization of NPS warehouse and El Portal office warehouse.
- Implement an integrated pest management plan.
- Maintains inventory of office supplies and shipping supplies. Proactively notify Inventory Manager of needs.
- Must hold and maintain current certification to operate forklift and operate forklift to NPS standard.
- Manages maintenance and upkeep schedule for Yosemite Conservancy's vehicle fleet of two delivery vans and two passenger vehicles.

Who You Are / Keys to Success (the must-haves)

To be successful in this job, you will excel in these areas:

Hard skills:

- One year of related experience.
- Strong computer skills and ability to learn new software.
- Effective and proactive communication with remote teams.
- Forklift experience
- Valid Driver's License

Soft skills:

- Ability to prioritize and thoughtfully triage a range of competing tasks.
- Creative thinker and open-minded problem solver with a calm and flexible demeanor.
- Strong organizational and time management skills.
- Sense of humor and ability to keep perspective when stressful situations arise.
- Highly independent, self-starter who displays initiative in taking on new projects.
- Able to prioritize and act quickly and thoughtfully on the myriads of logistical challenges that are endemic to working in Yosemite National Park.

Working Conditions



YOSEMITE CONSERVANCY

- This is a highly physical job that requires lots of movement and lifting.
- Primarily performs work indoors with the ability to stand, walk, or drive for up to 8 hours per day.
- Frequently lifts, carries, or moves cartons weighing 40+ pounds.
- Ability to move cartons over 50 pounds with the use of handcarts or forklifts.
- Computer-based, with regular meetings (in person, or via video or phone).
- Willingness to drive a cargo van on mountain roads in inclement weather.
- Ability to bend down or kneel on the ground to stock or pull products.

What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team. We especially encourage people of color, LGBTQ people, transgender and gender non-conforming people, and people with disabilities to apply.

The position is full-time 40-hours per week based in El Portal, California within Yosemite National Park. The wage for this role is \$19 per hour. This position is subject to furlough in off-season months. This position does not include a staff housing assignment.

Benefits, include:

- Paid holidays
- Sick leave

COVID-19 Update: While no longer a requirement of employment, Yosemite Conservancy is strongly recommending that all employees be vaccinated for COVID-19 and maintain a current vaccination status for their health and safety as well as that of our community.

How to Apply

Please send a cover letter and resume in a single PDF file to kbouchard@yosemite.org with the subject line “your name – Warehouse Assistant”. Deadline for applications is July 12, 2024.