

SEE ROCK CITY, INC.
JOB DESCRIPTION

Title: <i>ATTRACTIONS REVENUE INVENTORY PARTNER</i>	Team: Attractions Revenue
Reports to: Attractions Revenue Inventory Team Leader	Status: Non-Exempt, Part Time

Summary

The Attractions Revenue Inventory Partner receives shipments, prepares merchandise for retail locations, bins/stocks items on shelves in the warehouse, and delivers orders as needed.

Responsibilities

- Models the values of the Culture of Excellence in interaction with guests and partners.
- Delivers excellent guest service in line with the organization's mission, culture, and values.
- Assists in unpacking, processing, and labeling of Retail merchandise.
- Processes stock lists and intra-stores of incoming and outgoing merchandise.
- Bins and separates merchandise to be stored in the Warehouse.
- Daily replenishment of stock in Retail shops.
- Assists Merchandise Coordinator with setting up seasonal merchandise displays.
- Answers phone in professional manner and takes messages and/or orders as needed.
- Maintains the inventory for all retail vending machines.
- Performs other duties as assigned by management.

Qualifications

- Possess an outgoing, friendly personality and the desire to provide quality service.
- Ability to work a flexible schedule including nights, weekends, and holidays.
- Ability to work as early as 6:30am or as needed.
- Ability to read and interpret documents; to write reports and correspondence.
- Must possess a current driver's license and clean driving record.
- Must have strong mathematical skills with the ability to add, subtract, multiply, and divide in all units of measure with whole numbers, common fractions, and decimals using a calculator.
- Must have the ability to multitask and work independently; be self-motivated to complete daily tasks with minimal supervision.
- Ability to stand, walk, climb, stoop, kneel, and balance; and lift up to 50 pounds.
- Must be able to regularly work in extreme temperatures (heat and cold).