

# Como Friends

## POSITION DESCRIPTION September 2021

### Stockroom Assistant

#### Primary Purpose

The Stockroom Assistant will assist in establishing Garden Safari Gifts as a well-managed gift shop with a strong profit margin that sells a wide range of merchandise appealing to the diverse people who visit Como Park Zoo & Conservatory. The Stockroom Assistant will partner with the Stockroom Manager to assist in the daily activities of ensuring accurate pricing, entering purchase orders, and timely processing invoices; and will be the designated back-up for these activities in the absence of the Stockroom Manager. The Stockroom Assistant will support the daily operation of stockroom including replenishment from overstock merchandise, efficient ticketing of merchandise, logistics of stockroom shelves, and merchandise allocation to the stores. The Stockroom Assistant will work as part of a team to assist in inventory control and the daily replenishment of multiple store inventories. The Stockroom Assistant will be able to utilize the POS system to ring sales as needed.

#### Experience and Qualifications

Candidates must have a minimum of two years' experience in inventory processing and controls. The successful candidate will have a proven track record in inventory control, the ability to evaluate and prioritize projects and daily responsibilities, be flexible and adaptable, be highly detailed oriented and have the ability to work independently in a fast-paced environment. Successful candidates will have initiative to learn other elements of the retail operation including a data entry/POS system and the skills to operate a POS system. Candidates will work a non-standard/flexible schedule, which may include weekends, evenings and holidays and will have the ability to work effectively as part of a team.

#### Job Responsibilities

Assists Stockroom Manager in management of a stockroom for a high traffic retail environment. Able to perform the physically demanding job of efficient processing of numerous daily merchandise shipments, including palletized merchandise, in a warehouse setting. They will assist in maintenance of a well-organized receiving desk area and stockroom. Assure daily completion of light housekeeping.

- Assists Stockroom Manager with purchase order entry, posting receiving documents, verification of receipt of goods and quantities of merchandise, barcode entry, claims to vendor for broken and damaged merchandise, and returns to vendor when appropriate.
- Assist Stockroom Manager with inventory control. Ensures timely removal of damages, inventory adjustments, and other POS updates. Plays a key role in annual physical inventory preparation, physical counts and entering inventory count adjustments.
- Proficient with a POS system, preferably CounterPoint and Microsoft Office. Ability to occasionally operate a POS cash register and count and verify cash at open and/or close of day. Act as resource to sales staff in all aspects of POS operation.
- Act as additional point person, with Stockroom Manager, for POS vendor regarding ongoing maintenance of POS system. Keep sales staff updated on POS changes as they occur.
- Maintain an awareness of loss prevention, security, and safety in the shops.
- Proficient with office equipment including adding machine, telephone, copier, fax machine, postage scale and meter, laminator etc. Ability to operate a pallet jack.
- Able to perform job under demands of walking, standing for at least two consecutive hours, bending, kneeling, climbing step stool or ladder, reaching, and lifting. Vision abilities include close vision, depth perception, and ability to adjust focus. Ability to regularly lift to 50 pounds.
- Performs other duties as assigned.

## Salary and Background

The Stockroom Assistant is supervised by the Stockroom Manager. This is a part-time position, averaging 20-30 hours per week, with a competitive salary. Benefits include pro-rated paid vacation time, holiday pay, paid personal leave time, sick leave, and inclement weather leave, as well as optional participation in Como Friends' Retirement Plan and long-term and short-term disability insurance.

Como Friends is a nonprofit 501(c)3 organization that inspires community generosity in support of Como Park Zoo and Conservatory so it thrives for generations to come.

Como Friends is the nonprofit partner of Como Park Zoo & Conservatory. It manages the retail operation on the grounds of the Zoo and Conservatory.