

Job Description: Seasonal Stockroom Assistant

Date: Summer 2025
Title: Stockroom Assistant, Points West Market (Seasonal)
Department: Revenue
Position Reports To: Center Store Manager
Status: Non-Exempt / Seasonal

Summary: Responsible for Points West Market replenishment, shipping, stocking, and straightening. To assist with all aspects of receiving.

Job Duties:

- Our number one goal is customer service and to produce revenue, therefore all employees will fill in on the sales floor when necessary.
- Responsible for processing UPS shipments using the UPS software program.
- Responsible for processing USPS using the Center mail machine.
- Answers, transfers, or takes messages when covering phones.
- Restocks Points West Market store.
 - Helps with daily restock by printing, pulling, and placing on sales floor.
 - Restocks from grey carts twice daily (a.m. and p.m.).
 - Visual walk through of store to maintain merchandise.
- Assists in making sure all merchandise is counted and checked in correctly.
- Assists in making sure all merchandise has correct SKU.
- Understands register opening and closing procedures.
- Complete understanding of Orange sheets, Defective Merchandise sheets.
- Works on the sales floor as traffic dictates and approaches all customers with a greeting and smile.
- Assists customers with purchases.
- Helps retrieve freight from back door.
- Ensures stockroom and shipping area are kept clean and organized.
- Performs additional duties either incidental or implied consistent with the employee's background or training or which may be reasonably delegated as being in the best interest of the Center.
- Assists with hauling garbage and boxes.
- Schedules are subject to change as the retail business dictates.

Competencies:

- Communicates well verbally and in writing.
- Has basic computer skills.
- Projects a positive, professional image.
- Demonstrates effective and efficient work habits and organizational skills.
- Collaborates well with other staff.

Supervisory Responsibilities:

- None

Standards of Performance:

Successful performance of the responsibilities listed above will be determined by:

- Smooth operations with pleasing experiences for customers.
- Completes tasks in timely manner.
- Adherence to Center-wide policies and procedures.

Qualifications:

- Computer knowledge necessary, ten-key a plus.
- Inventory experience, retail experience helpful.
- Math ability.
- Packing ability.
- Organizational skills.
- Must be able to work in a standing position for long periods of time (up to 7 hours).

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

EEO Statement:

Buffalo Bill Center of the West provides equal employment opportunities to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.