



Pack-In Assistant

Job Description

TIME/WAGE: Part-time summer position; 4-10 hours per week, most often Sunday evenings and Monday mornings. Approximately mid-June through mid-September. \$7.50/hr. starting wage.

SUPERVISOR: Pack-In Coordinator and/or Warehouse and Facilities Manager

SUMMARY: Pack-in Assistants help with unloading and cleaning of gear and equipment to insure that it is clean, dry, and in good working order for the next event. Pack-in Assistants also help with cleaning and maintenance of the warehouse and facilities.

ESSENTIAL RESPONSIBILITIES:

- Assist in making sure the warehouse is clean and ready for pack ins and other operations — including making sure supplies, vacuums, brooms, are in the right place, soap is stocked, towels are available, etc. Put away items that are laying around outside of cage pallets, including all tools, cups, and other materials that may get lost during pack-in.
- Move, load, unload and place equipment in the proper location.
- Empty all trash containers in warehouse and kitchen after pack-in (before if they are full).
- Clean and dry equipment as instructed.
- Clean and dry vans as instructed.
- Clean up warehouse and parking lot, sweep, throw all trash in dumpster, clean out sinks, and generally straighten things out.
- Report any problems or concerns to the supervisor.

PHYSICAL REQUIREMENTS: Must be able to lift and carry equipment and food up to 50 lbs. Mechanical aptitude for vehicles, trailers, and outdoor equipment helpful. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please apply online at:

<http://www.wildernessinquiry.org/jobs>