AIR FORCE MUSEUM FOUNDATION: WAREHOUSE CLERK POSITION OPENING

The Air Force Museum Foundation, Inc. seeks a full-time Warehouse Clerk.

**Position Description:** The Warehouse Clerk is an important position for the Foundation, handling the shipping and receiving operations for the Air Force Museum Foundation. This position works under the general supervision of the Chief, Museum Store Operations, AFMF.

**Responsibilities:**

**Shipping Operations:**
- Preparation of shipments for postal or commercial conveyance, determining the most economical and efficient shipping method; selection of appropriate shipping container, packing items to ensure safe delivery. Responsible for all outgoing mail to include: cards, letters, packages, and all other forms of correspondence sent through U.S. Postal Service, United Parcel Service, Federal Express, and other express agencies and freight companies; to include bulk mail transports to the main post office.
- Pick up of correspondence and packages up to 70 lbs. daily from each AFMF office for processing.
- Maintenance of accurate mail/shipping logs and postage charges and submission of monthly report to the Executive Office.
- Preparation of bills of lading; quality assurance of items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
- Tracing of lost shipments and/or customer claims of lost shipments; initiation of proof of delivery documents.
- Assurance of the operation of Pitney Bowes leased mailing equipment by exercising maintenance agreements, as required.
- Assurance that the mailroom area is clean and orderly at all times. Ensure empty boxes, unused packaging materials, and damaged or disposable merchandise are removed from the mailroom area as often as is necessary to keep aisles, doorways, and hallways clear of debris.
- Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, safety, and environmental control standards.
- Lead, guide, and train employees performing related work.

**Receiving Operations:**
- Receipt and unloading of incoming materials up to 70 lbs. and comparison of information on packing slip with purchase order to verify accuracy of shipment in the POS system, noting discrepancies and informing buyer of such; processing of return shipments from customers.
- Sort, count, package, label, insure, unpack, and/or log inventory which is received.
- Operation of dolly and/or pallet jack in loading and unloading supplies and equipment.
- Inspection of shipments for damages or defects; recording of discrepancies or damages and notification of supervisor and/or purchasing personnel if a problem is identified.
- Delivery of items to requisitioning departments, receiving authorized signatures for accepted items.
- Maintenance of department database, preparation of routine reports, and filing of shipping/receiving records.
• Arrangement of merchandise in stockroom in such a manner so as to be readily accessible for transfer to the Museum Store.
• Maintain a working knowledge of stockroom and supplies therein to expedite replenishment of Museum Store.
• Assurance that the stockrooms are clean and orderly at all times. Ensure empty boxes, unused packaging materials, and damaged or disposable merchandise are removed from the stockrooms as often as is necessary to keep aisles, doorways, and hallways clear of debris.
• Re-supply the Museum Store as necessary and/or directed.
• Advise supervisor of recommendations and/or complaints received from any source.
• Performance of daily, monthly, and annual inventories as required.

Other Duties:
• Responsibilities include assisting the Facilities and Food Service Coordinator on special projects/needs, and performing other duties as assigned (e.g. supplemental cashiering in the Museum Store).

Education, Skills, and Experience:
• Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
• Customer-focused; service-oriented; team player.
• Strong organizational skills; ability to manage multiple projects simultaneously.
• Demonstrated attention to detail.
• Strong interpersonal, written, and oral communication skills.
• Computer literate; proficient with Microsoft Office suite.
• Warehouse or equivalent receiving/shipping experience preferred.
• A degree in business or a business-related discipline preferred.
• The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. Candidate must be willing to submit to a background check.
• The National Museum of the USAF is open seven (7) days a week. Candidate must be able to work to meet those needs, as necessary. Usual hours for this position are M-F; some evening and weekend hours may be required to support special activities/events.

AFMF Vision:
Honoring every Airmen’s story with a permanent home to inspire future generations.

AFMF Mission:
Raise funds and awareness to support the National Museum of the U.S. Air Force mission.

AFMF Core Values:
Candidate must agree to adhere to the Air Force Museum Foundation’s Core Values:
• Honor the relationship
• Passionate about the work and the mission
• Honesty/integrity
• Accountable
• Fulfillment
• Invest in ourselves
About the Air Force Museum Foundation, Inc.:  
The Air Force Museum Foundation (AFMF) was founded in 1960 as the philanthropic corporation that assists in the development and expansion of the facilities of the National Museum of the United States Air Force™ (NMUSAF), located at Wright-Patterson Air Force Base near Dayton, Ohio. In addition to funding capital construction and facility improvements, the Foundation provides annual funding to the Museum for special projects and underwrites several programs involving a wide range of activities geared toward education, volunteer support, special events, and promotional efforts.

Since its inception, AFMF has gifted $87.3M (approximately $140M in today’s dollars) to the U.S. Air Force for capital construction, including $40.8M for the recent successful fourth building capital campaign. The fourth building opened to the public in June 2016.

AFMF funds special events such as exciting exhibit openings including the Space Shuttle Exhibit and the Doolittle Tokyo Raiders Congressional Gold Medal exhibit, and supports monthly Family Days, the Living History Film Series, and Space Fest. AFMF gifted over $2M for events and programs in the past five years.

Find more information at [http://www.afmuseum.com/](http://www.afmuseum.com/)

About the National Museum of the United States Air Force:  
The NMUSAF is located at Wright-Patterson Air Force Base near Dayton, Ohio, and is the service’s national institution for preserving and presenting the Air Force story. Each year more than one million onsite visitors learn about the mission, history and evolving capabilities of America's Air Force.

The museum is the world's largest military aviation museum featuring more than 360 aerospace vehicles and missiles on display amid more than 17 acres of indoor exhibit space. Thousands of personal artifacts, photographs and documents further highlight the people and events that comprise the Air Force storyline, from the beginnings of military flight to today’s war on terrorism.

Find more information at [http://www.nationalmuseum.af.mil/Upcoming/PressRoom/MediaKit.aspx](http://www.nationalmuseum.af.mil/Upcoming/PressRoom/MediaKit.aspx)

Contact Us:  
Please contact Ms. Sarah Shatzkin at foundation@afmuseum.com with your resume and cover letter if interested.