



# AIR FORCE MUSEUM FOUNDATION, INC.

## WAREHOUSE CLERK POSITION OPENING

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

### Introduction

The Air Force Museum Foundation (Foundation) was chartered in 1960 as a philanthropic corporation with the purpose of supporting the National Museum of the U.S. Air Force™ (Museum).

The Foundation works to raise funds and awareness in support of the Museum's mission - to inform and educate the public on the important role of the U.S. Air Force in the nation's defense. To date, the Foundation has raised over \$100M in philanthropic support from donors to fund the capital construction costs for the world's largest military aviation museum. In addition, donors help to restore aircraft, educate the public, install new exhibits, hold special events, support volunteers, and maintain a world-class collection.

### Position Description

The purpose of this position is to perform receiving, shipping, and stockroom clerk functions for the Air Force Museum Store, Air Force Museum Foundation, Launchpad Shop n' Snack, and any satellite store(s).

This position works under the direct supervision of the Manager, Supply Chain of the Retail Department. This position works closely with the other two (2) Warehouse Clerks. This position is non-supervisory, full-time, hourly, non-exempt.

### Duties and Responsibilities

#### Shipping Operations

- Prepare shipments for postal or commercial conveyance; determine most economical and efficient shipping method; select appropriate shipping container; pack 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 correspondence and packages daily from each AFMF office for processing.
- Maintain accurate mail/shipping logs and postage charges and provide monthly report to the Executive Office.





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- Prepare bills of lading; check items to be shipped against work orders to ascertain that quantities, destination, and routing are correct.
- Trace lost shipments and/or customer claims of lost shipments; initiate proof of delivery documents.
- Assure the operation of Pitney Bowes leased mailing equipment by exercising maintenance agreements, as required.
- Assure mailroom area is clean and orderly at all times. Ensures 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. All such material should be taken daily to the dumpster via Caterpillar.
- Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, safety, and environmental control standards.
- Lead, guide, and train employees performing related work.
- Perform other duties as assigned.

### Receiving Operations

- Receive and unload incoming materials and compare information on packing slip with purchase order to verify accuracy of shipment in the POS system noting discrepancies and informing buyer of such; may process return shipments from customers.
- Sort, count, package, label, insure, unpack, and/or log inventory which is received.
- Operate dolly and/or pallet jack in loading and unloading supplies and equipment.
- Inspect shipments for damages or defects; record discrepancies or damages and notify supervisor and/or purchasing personnel if a problem is identified.
- Deliver items to requisitioning departments and obtain authorized signatures for accepted items.
- Maintain department database, prepare routine reports, and file shipping/receiving records.
- Arrange merchandise in stockroom in such a manner so as to be readily accessible for transfer to the Museum Store.
- Maintain working knowledge of stockroom and supplies therein to expedite replenishment of Museum Store.
- Maintain stockrooms in clean and orderly manner at all times. Ensure empty boxes, packaging material, etc., are removed from stockroom as often as is necessary to keep aisles, door, and hallway clear of debris. All such material should be taken daily to the dumpster via Caterpillar.





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- Resupply Museum Store, Launchpad Shop n' Snack, and any satellite store(s) as necessary and/or directed.
- Advise supervisor of recommendations and/or complaints received from any source.
- Perform daily, monthly, and annual inventories as required.

### Other

- Assist Director, Food Service & Facilities on special projects/needs.
- Assist Launchpad with trash removal, stock rotation, delivery of shipments.
- Perform other duties as directed such as supplemental cashiering in Museum Store.

### Requirements

- Previous experience in retail operations will enhance the ability to perform at a high level of success.
- Customer-focused; service-oriented; team player.
- Flexibility, enthusiasm, and professionalism to work effectively with Museum/Foundation's diverse constituents.
- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties. Independence is required in the receiving of merchandise and interface with delivery personnel. Supervisor will be kept informed of unusual problems and backlog of work in process.
- Ability to work collaboratively with internal and external stakeholders.
- Demonstrated excellence in interpersonal, written, and oral communication.

### Minimum Education and Experience Requirements

- High School degree at a minimum.

### Compensation

- **Salary Range:** \$18/hour - \$19/hour
- **Benefits:** Health Insurance, Dental Insurance, Vision Insurance, Short-term Disability Insurance, Life Insurance, Employee Assistance Program, Paid Time Off (PTO) Leave, Paid federal holidays, 401K Plan with employer match of 100% up to 5% of employee salary.





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### Other Significant Facts

- This position is full-time, 40 hours per week. Workweek is Tuesday-Saturday.
- 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, as a condition of employment.
- The Air Force Museum Foundation requires that all employees provide COVID-19 vaccine verification/or have an AFMF approved medical or religious accommodation, as a condition of employment.
- The Air Force Museum Foundation is open seven days a week. Incumbent must be able to work to meet those needs. Incumbent's acceptance of employment carries with it a commitment to work as directed and/or scheduled by the Air Force Museum Foundation. Excessive requests for deviation to such work schedules and reporting for work after scheduled times may not meet the requirement for continued employment.
- The Air Force Museum Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.
- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

### 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:

Passion – Performing our roles with purpose, pride, and a positive attitude

Integrity – Accepting responsibility for our actions by making business decisions through experience and good judgment





## AIR FORCE MUSEUM FOUNDATION, INC.

Accountability – Dedicated to achieving positive results; owning and learning from our successes and failures

Respect – Committed to an inclusive and collaborative work environment

### Contact Us:

To apply for this position, please email Ms. Sarah Shatzkin at [hire@afmuseum.com](mailto:hire@afmuseum.com) with your resume or application, and any other relevant information (cover letter, references, etc.).

