



Career Opportunity This is not a Federal Position

We are currently accepting internal applications to fill the following vacancy:

Retail Supply Associate Steven F Udvar Hazy Air & Space Center **Announcement Number: SE-24-0139** **Number of Vacancies: 1**

OPEN DATE:	June 3, 2024
CLOSING DATE:	June 10, 2024
PAY BAND:	C
SALARY RANGE:	\$17.00 Hourly
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full Time
DUTY LOCATION:	Chantilly VA

Position Sensitivity and Risk: Non-sensitive (NS)/Low Risk

Open to current Smithsonian Enterprises Employees

What are Trust Fund Positions?

Trust Fund positions are unique to the Smithsonian. They are paid for from a variety of sources, including the Smithsonian endowment, revenue from our business activities, donations, grants and contracts. Trust employees are not part of the civil service, nor does trust fund employment lead to Federal status. The salary ranges for trust positions are generally the same as for federal positions and in many cases trust and federal employees work side by side. Trust employees have their own benefit program and may include Health, Dental & Vision Insurance, Life Insurance, Transit/Commuter Benefits, Accidental Death and Dismemberment Insurance, Annual and Sick Leave, Family Friendly Leave, 403b Retirement Plan, Discounts for Smithsonian Memberships, Museum Stores and Restaurants, Credit Union, Smithsonian Early Enrichment Center (Child Care), Flexible Spending Account (Health & Dependent Care).

CONDITIONS OF EMPLOYMENT

- Pass Pre-employment Background Check and Subsequent Background Investigation
- Complete a Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer.
- The position is open *Current Smithsonian Enterprises Employees*.

OVERVIEW

The Supply Associate is accountable for delivering on all aspects of stockroom standard operating procedures (SOP) and achieving the brand standards for shipment processing, replenishment, markdowns, and merchandising. This position is responsible for assisting management and staff in the receipt, processing, and organization of merchandise.

DUTIES AND RESPONSIBILITIES

- Utilizes the RF gun to accurately receive merchandise shipment, unless otherwise directed by the supervisor.
- Consistently checks all incoming shipments for accuracy by verifying the merchandise received, its quantity and ticketing, matches the bill of lading, purchase orders and any other document utilized for verifying merchandise. Pursues discrepancies, contacting appropriate manager until resolved.
- Monitors incoming merchandise for damages and follows reporting procedures.
- Effectively prepares, transfers, and safely transports merchandise from the warehouse to the store locations and back.
- Proactively audits department merchandise to identify discrepancies in units on hand. All discrepancies must be reported to the operations/area manager.
- Assists with cycle counts to ensure accurate inventory of merchandise.
- Handles transfers, RTV's, and price changes with accuracy and timeliness.
- Dates and rotates merchandise when received, paying particular attention to time-sensitive products.
- Ensures stockroom shelves are fully stocked daily and product placement is flexed based on the needs of the location.
- Ensures up stock and bins are clearly labeled to assist in identifying product.
- Generates ideas and puts them into action for expediting flow, saving time, and providing greater efficiency for staff.
- Informs management and store staff of the arrival of new items or out of stocks that have been received back into the inventory.
- Maintains housekeeping standards by ensuring aisles are cleared of boxes, floors are swept and cleared of debris and trash is removed.
- Organizes and monitors the consumption of supplies (bags, boxes, tissue, bubble wrap, etc.) and informs management of the needs.
- Participates and assists in the preparation of the stores' annual physical inventory.
- Exhibits friendly, helpful, and courteous behavior when interacting with corporate/store staff, Zoo staff, truck drivers and Warehouse.
- Adheres to established guest service standards when working on the sales floor.
- Walks museum and exhibits quarterly with store staff to maintain knowledge of exhibits and relevance of product.
- Offers and suggests knowledge of products and maintains communication regarding product availability to assist in generating revenue.
- Ensures a safe work environment complying with all of SI safety policies and procedures. Frequently communicates and enforces all store/SI policies and procedures.
- Responsible for the careful and safe operation of all SI vehicles to prevent injury to others and damage to property. Maintains vehicle cleanliness both interior and exterior. Completes daily inspections of vehicles prior to operation.
- Consistently arrives prepared to begin work at scheduled time. Adheres to work, lunch, and break schedules, using the time clock to accurately track exact time in and out of the business.
- Consistently follows leave request procedures.
- Arrives to work in full compliance of our SE Retail dress code SOP. Always wears provided SI ID.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

High school diploma or general education diploma (GED); or six months related experience and/or training; or equivalent combination of education and experience.

- Knowledge of receiving, distribution, and stocking methods in order to read and verify documents accompanying incoming merchandise.
- Must have strong organizational skills

- Accepts direction and works productively with supervisor to maintain expected performance levels and behaviors.
- Takes ownership of job and own actions.
- Takes initiative to offer ideas to effectively complete assignments.
- Is self-motivated and a self-starter.
- Is efficient and highly productive.
- Ability to communicate with others at all levels.
- Exhibits flexibility, openness to new ideas and is adaptable to change.
- Partners with fellow employees to achieve assigned job duties.
- Completes assigned tasks in a timely manner and maintains high quality levels.
- Ability to lift and go up and down stairs with heavy merchandise.
- Proficient with technology.
- Must be willing to work a flexible schedule when necessary, including early mornings, nights, weekends, and holidays.
- The employee must be able to work in extreme weather conditions, both hot and cold. Must also be able to work outside during weather events such as in rain and snow. Must be able to work in a confined and limited space.
- Must be able to sit, stand or walk for long periods of time.
- Possess and maintain a valid United States driver's license and clean driving record (applicable to National Zoological Park only).
- Applicants, who wish to qualify based on education completed outside the United States, must be deemed equivalent to higher education programs of U.S. Institutions by an organization that specializes in the interpretation of foreign educational credentials. This documentation is the responsibility of the applicant and should be included as part of your application package.

Any false statement in your application may result in your application being rejected and may also result in termination after employment begins.

The Smithsonian Institution values and seeks a diverse workforce. Join us in "Inspiring Generations through Knowledge and Discovery."

How To Apply:

Please forward a resume, and cover letter to:	SEJobs@si.edu Please include the position title in the subject line.
Resumes should include a description of your paid and non-paid work experience that is related to this job, starting and ending dates of job (month and year).	
<p>What To Expect Next:</p> <p>Once the vacancy announcement closes, a review of your resume will be made compared to the qualifications and experience as it applies to this job. After a review of applicant resume is complete, qualified candidates' résumés will be referred to the hiring manager.</p>	

Relocation expenses are not paid.

The Smithsonian Institution provides reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation should contact the point-of-contact listed in the "How To Apply" section above. Determinations on requests for reasonable accommodation will be made on a case-by-case basis. To learn more, please review the Smithsonian's [Accommodation Procedures](#).

The Smithsonian Institution is an **Equal Opportunity Employer**. We believe that a workforce comprising a variety of educational, cultural, and experiential backgrounds support and enhance our daily work life and contribute to the richness of our exhibitions and programs. See Smithsonian EEO program information: www.si.edu/ocema.