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**Job Title:** Warehouse Associate Clerk

**Department:** Administration

**Employment classification:** Full-time position, non-exempt

**Schedule:** M-F, between 7:00 – 4:00

**Location:** Roaring Fork Valley

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**Job Summary:**

This employee oversees all aspects of inventory, shipping and receiving, inventory transfers and deliveries. The position includes inventory movement between all warehouses and store locations. This person assists all techs and crews with supplying their vehicles with materials for daily routes and jobs. Enrich customers' lives by providing a quality customer-driven experience.

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**General Requirements:**

- 1 Valid Colorado Driver's License and clean driving record to enable commercial insurance coverage
- 2 Experience in similar roles such as customer service or sales
- 3 Proficient knowledge of Microsoft Excel, Word and Outlook
- 4 Ability to use computer and phone efficiently

**Physical Requirements:**

1. Must be able to lift and carry 80+ pounds
  2. Must be able to lift 50+ pounds repetitively
  3. Must be able to navigate uneven, rocky, mountainous terrain and stairs
  4. Must be able to bend and stoop to access certain areas
  5. Must be able to climb ladders/stepstools
  6. Must be able to shovel heavy snow for 15 minutes or longer
  7. Must be able to pass and obtain Forklift Certification (to be provided by Colorado Pool + Spascapes)
  8. Job duties may include standing/sitting for 8 hours a day
  9. Must be able to use equipment and power tools properly and safely
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**Inventory Management:**

1. Maintain an accurate count of all chemicals, tools, and parts for operational efficiency
2. Keep inventory up to date and monitor Evosus reports for accuracy of information
3. Maintain minimum inventory reports and communicate purchasing needs for fulfillment.
4. Supply & transfer materials for jobs to technician's vehicles
5. Provide a periodic accounting of physical inventory as needed for operational efficiency (cycle counts) and assist with annual inventory
6. Perform monthly scheduled vehicle inventory and physical vehicle inspections for repair and service technicians
7. Enter parts requisitions and review queues list daily to maintain current vehicle inventory for tech transactions
8. Submit customer & restock purchasing requests to purchasing agent for timely ordering
9. Enter parts requisition forms and go through queues list daily to maintain current vehicle inventory for tech transactions. Pull inventory needed for all departments.
10. Ship products and materials in proper packaging, with an accurate tracking number, and follow up to ensure delivery
11. Demonstrate product knowledge of chemicals, parts, and Sundance and Jacuzzi spas to aid in the client experience

**Shipping & Receiving Oversight:**

1. Receiving
  - a. Check orders against packing list, post initials and date
  - b. Check packages against purchase order and communicate any discrepancies with the purchasing agent
  - c. Attach packing list to PO and put in appropriate box/bin for purchasing agent to enter invoicing
  - d. Ensure all orders are applied to a purchase order
  - e. Ensure that all purchases that arrive are accounted into inventory and/or assigned to a specific service/sales order
  - f. Service/sales orders will be noted with any delays, discrepancies or that parts have arrived
  - g. Update Evosus for parts received on service/sales orders and communicate to allow customer service
  - h. Make sure packages/products are not damaged and contact vendor if damaged
2. Shipping



- a. Ensure sure outgoing packages have tracking number
  - b. Package correctly to avoid damaging contents
  - c. Follow up to make sure packages are received
3. Offload spas from the factory as needed and move to a safe and appropriate location for storage

**Point of Sale (POS) & Deliveries:**

1. Provide backup support to sales department for POS including all customer walk in, phone and email orders for parts/chemical purchases as needed
2. Document and ensure sure that all chemicals/supplies/materials are sent to correct job/account
3. Follow up on all deliveries
  - a. Ensure correct product
  - b. Delivery was professional
  - c. Delivery invoicing made and sent accordingly

**Warehouse, Lot, & Building Maintenance:**

1. Maintain a welcoming, clean, and organized warehouse
2. Perform minor repairs to the warehouse and other CPSS buildings and coordinate outsourcing of specific trade expertise as needed
3. Maintain stocked warehouse shelves stocked with products for ease of operations
4. Maintain lot inventory, keep outside parking lots and storage areas clean and organized to include snow removal, salting, and weed eating
5. Ensure dumpsters are clean and accessible for pick-up and all trash is in the correct area
6. Aid in facilitating/coordinating dump runs for the Warehouse Delivery/Field Tech person

**Fleet Support:**

1. Maintain current vehicle and equipment list with current drivers
2. Assist with any fleet drop -offs/pick-ups as needed and available
3. Assist at checking vehicles and equipment to include inside, outside, spare tire, manuals, trailer hitch, emergency kit etc.
4. Coordinate/Schedule vehicle detailing as needed
5. Complete inspections of stored vehicles and other assets for proper condition and operation periodically

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**Follow all policies and procedures of Colorado Poolscapes, Inc.**

- located in the employee handbook and fleet manual

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**Supervision received:**

- Works under Chief Financial Officer

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**Team Collaboration:**

- Chief Financial Officer – daily
- Purchasing Agent - daily
- Department Managers – as needed
- All employees – as needed
- Customer - as requested by the customer or manager

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**Core Focus:**

Enriching Lives – We believe that we enrich our employees, owners, clients, and vendors by using our core values and doing the right thing.

**Core Values:**

**Quality** (Workmanship/Efficiency/Present ideas and solutions)

**Does Right Thing** (Honesty/Integrity)

**Customer Driven** (Customer service, Communication)

**Team Player** (Works well with others, Positive attitude)

**Initiative** (Self-motivated, Innovative)

**Dedicated** (Hardworking/Engaged)