



Smithsonian Enterprises

Career Opportunity This is not a Federal Position

We are currently accepting applications to fill the following vacancy:

Supply Associate

Smithsonian National Zoo-Washington, DC

Announcement Number SE-21-0108

2 Vacancies

OPEN DATE:	03/15/2021
CLOSING DATE:	03/22/2021
PAY BAND:	C
SALARY RANGE:	Commensurate with experience
POSITION TYPE:	Trust Fund
APPOINTMENT TYPE:	Indefinite
SCHEDULE:	Full Time
DUTY LOCATION:	Smithsonian National Zoological Park

Who may be considered for employment: All qualified candidates who are U.S. employment eligible.

The Smithsonian provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for the application or hiring process, please call 202-633-6409 (TTY).

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.

KEY REQUIREMENTS

- Pass Pre-employment Background Check and Subsequent Background Investigation
- May be required to complete a Probationary Period
- Maintain a Bank Account for Direct Deposit/Electronic Transfer
- Males born after 12/31/59 must be registered with Selective Service
- U.S. employment eligible without sponsorship

Summary:

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- 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.

EDUCATION, QUALIFICATIONS AND 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 one to three 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.

Smithsonian Enterprises is a division of the Smithsonian Institution, the world's largest museum and research organization. Established in 1846 with a bequest from English Scientist James Smithson, the Institution currently encompasses 19 museums and galleries, the National Zoo and 9 research centers. The Smithsonian has facilities in 7 states, the District of Columbia and the Republic of Panama supporting over 6,200 employees.

Smithsonian Enterprises encompasses *Smithsonian* and *Air & Space* magazines, Museum stores, Restaurants, IMAX theaters and the Smithsonian Catalog, Consumer products, Educational travel, e-commerce, and commercial media enterprises in book publishing and the Smithsonian TV Channel.

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

To Apply, please forward a resume, and cover letter to:	sezoojobs@si.edu Please include the position title in the subject line.
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. What to expect next: After a review of applicants is complete, qualified candidates' résumés will be referred to the hiring manager.	

Relocation expenses are not paid.

The Smithsonian offers a number of exceptional benefits to its employees including Transit/Commuter Benefits, Discounts at our Museum Stores, IMAX Theaters and Restaurants, as well as a fun and unique work environment.

The attached Applicant Survey Form should be completed by all candidates, except **Smithsonian Institution employees**, and returned with application materials. This form is for gathering statistical information and will not be a part of the application.

APPLICANT SURVEY FORM

The Applicant Survey Form is used to collect information from candidates during the search process to evaluate the effectiveness of the Institution’s search and recruitment efforts. Please print all responses. The information provided is not a part of the selection process and will be used for statistical purposes only. Your voluntary responses will have no effect on your consideration.

Vacancy Announcement Number: _____

First Name													
Last Name													

Year of Birth: 19____ Gender: Male ____ Female ____

How did you learn about this position? Mark all sources that apply.

1	Mass media (magazines, newspaper, radio, television, poster, telephone job line)
2	Individual (friend, relative, Smithsonian employee, school, or college counselor or official)
3	Information technology (Internet, World Wide Web, or SI Web site)
4	Association or organization (professional, community, religious)
5	Other (please indicate)

Self-identification by category: (Circle your responses.)

Ethnicity: Hispanic or Latino - a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. Yes _____ No _____
 Race: (Mark all that apply.)

1	American Indian or Alaska Native	A person having origin in any of the original peoples of North or South America (including Central America), and who maintains tribal affiliation or community attachment. Tribal Affiliation: _____
2	Asian	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, or Vietnam.
3	Black or African American	A person having origins in any of the black racial groups of Africa.
4	White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
5	Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific islands.

Do you have any physical disabilities? Yes _____ No _____

If yes, do you have a targeted disability? (Mark only one.)

1	Deaf	4	Partial paralysis	7	Mental retardation
2	Blind	5	Complete paralysis	8	Mental or emotional illness
3	Missing extremities	6	Convulsive disorder	9	Severe distortion of limbs and/or spine