

Job Description

Job Title: Warehouse Keeper (Part-Time)

Status: Exempt

Department: Retail

Reports to: Inventory Control Supervisor

Grade: Q

Salary Range: KYD \$20,020 – KYD \$23,206.67 per annum

1. Job Purpose

Under the Inventory Control Supervisor (ICS), the Part-Time Warehouse Keeper will help to ensure the efficient operation of the warehouse by maintaining inventory, managing stock levels, and performing routine checks to ensure accuracy. The Warehouse Keeper plays a key role in supporting the flow of merchandise and other items that flow through the warehouse by performing various tasks such as processing incoming merchandise, stocking, organizing, and dispatching inventory. This position also involves supporting other areas in the department as required, contributing to the overall departmental productivity and operational effectiveness. The general purpose of this role is to help maintain proper inventory procedures in the retail department, specifically the storeroom, retail floor, courtyard stall, Mini Splash and any other location as requested by the manager.

2. Dimensions

Responsible for managing a wide variety of stock. Works closely with the Inventory Control Supervisor and other warehouse and retail staff and handles inventory across the warehouse. Regularly communicates inventory updates and issues to the Inventory Control Supervisor and retail team.

3. Principal Accountabilities

- Must have knowledge of standard inventory policies, procedures, and regulations.
- Must be able to understand and interpret invoices and general inventory principles and practices.
- Accept delivery of inventory from vendor/ freight forwarding agent.
- Scrutinize all deliveries and ensure that defective or incorrect items are returned.
- Communicate errors or defects to relevant parties.
- Responsible for stock control and housekeeping operations of warehouse cargo and items.
- Help with preparing for a full year end physical count.
- Assist with conducting stock checks and inventory cycle count.
- Assist with labeling new stocks with price tag as needed.
- Support inventory replenishment in the storeroom and coordinate with retail display areas on an as-needed basis.
- Preserve documentation of materials and supplies that are issued.
- Sorting and placing warehouse items, conforming with organizational standards.
- Support the receipt of incoming shipments by efficiently unloading cargo from trucks and verifying the accuracy of merchandise.

- Examine stock and dispose of depreciated and obsolete stock following the organization's policy.
- Ensuring a clean and safe working environment.
- Carry out minor maintenance or repair of storeroom material.
- Report workplace safety and health incidents and recommend solutions to address shortcomings in current processes.
- Help to provide safe and efficient operation in the warehouse/department.
- Preparing packages for mailing.
- Ensures strict confidentiality of financial and other records.

4. Organization Chart



5. BACKGROUND INFORMATION

The Cayman Islands boast a rich historical legacy as the former home to over 2 million sea turtles, including one of the world's largest breeding colonies of Green sea turtles. These majestic creatures are not only symbols of the Cayman Islands but are globally recognized as critical Keystone species, vital for maintaining healthy marine ecosystems and biodiversity.

Throughout history, Green Sea turtles have held immense significance for the Cayman Islands, initially providing sustenance for early settlers and later becoming a cornerstone of commerce. Their importance is so



deeply ingrained that they are celebrated as a 'national symbol,' prominently featured on the National flag, Coat of Arms, seal, and currency, reflecting their profound influence on the island's culture and heritage.

However, by the early 1900s, these gentle giants were relentlessly hunted, pushing them to the brink of extinction in the Cayman Islands. Today, Green Sea turtles face global risks from climate change, ocean pollution, loss of crucial beach habitats, and threats from overharvesting of eggs and non-selective fishing practices.

In response to these challenges, the Cayman Turtle Conservation and Education Centre (CTC) was established, dedicated to safeguarding these invaluable species for future generations.

CTC's Core Initiatives include:

- **Conservation Efforts:** Actively releasing sea turtles into the ocean, ensuring their well-being, and sustainable husbandry practices that honor Caymanian cultural heritage.
- **Education and Advocacy:** Commitment to raising awareness and fostering conservation literacy through programs such as Camp Shellby and conservation education tours.

Service Lines and Offerings at CTC: Tours: Turtle Safari, Turtle Adventure Tour (Full Access)

On-Site Offerings: Splash Gift Store, Schooner's Bar & Grill, Silver Thatch Café, Sweetwood Caboose & Pool Bar.

Conservation Initiatives: Public Turtle Releases (e.g., World Sea Turtle Day, Pirates Week), Private Turtle Releases for individuals or corporate groups.

Education Programs: Camp Shellby. The Cayman Turtle Centre serves as a beacon of hope and dedication to the preservation of Green Sea turtles, embodying a harmonious blend of conservation, education, and cultural heritage at the heart of the Cayman Islands.

6. Knowledge, Experience, and Skills:

Knowledge:

- High school diploma or general education degree (GED); or 2 years related experience and /or training; or equivalent combination of education and experience.
- Understanding inventory control principles and best practices.
- Familiarity with inventory management systems and procedures.

• **Experience:**

- At least one year of Retail Store Clerk experience.
- Previous experience in a warehouse, logistics, or retail stock management environment.
- Experience with receiving and storing goods.
- Familiarity with stock audits and physical counts.

• **Skills:**

- Strong organizational and time-management skills.
- Attention to detail and accuracy in inventory management.
- Ability to communicate effectively with team members and vendors.
- Basic technical proficiency in using warehouse management software and standard office tools (e.g., Excel).
- Physical stamina to handle the demands of a warehouse environment, including lifting and moving stock.

7. Accountability and Decision-Making:

The Warehouse Keeper is accountable for the accurate and timely management of warehouse inventory. Decisions include identifying discrepancies, determining when to escalate issues to the supervisor, and applying

corrective measures to maintain stock accuracy.

8. Development and Leadership of Others:

The Warehouse Keeper may be required to assist and guide new team members or temporary staff, providing training on proper inventory handling procedures and safety protocols. There is an expectation to contribute to a collaborative work environment and support team development where needed.

9. Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these functions.

- **Physical demands:** While performing job duties, employees will spend extended periods standing and walking throughout the warehouse, sitting, using hands to finger, handle, or feel objects, tools, or controls; reaching with hands and arms; talking and hearing. Frequent lifting, bending, and moving of stock items, often up to 55 pounds.
- **Visual demands:** The job requires specific vision abilities, including close vision, distance vision, colour vision, peripheral vision, depth perception, and the ability to adjust focus.
- **Auditory demands:** The noise level in the work environment is usually moderate.
- **Work environment:** Work is generally performed in an indoor office setting. However, some aspects of the job may require occasional outdoor work or on other sites. Exposure to varying temperatures based on warehouse conditions.

10. Impact:

The Warehouse Keeper plays a vital role in ensuring that the warehouse runs smoothly and efficiently. Errors in stock management can lead to financial losses, delays in operations, and dissatisfied customers, while well-managed inventory contributes to the financial success of the organization and customer satisfaction.

11. Complexity:

The role involves managing a variety of tasks simultaneously, from overseeing stock levels to assisting with the receiving process. Problem-solving is required to handle discrepancies in inventory and logistical issues. The ability to prioritize and manage time effectively in a fast-paced environment is crucial.

12. Responsibility for Financial Resources:

Accountable for minimizing inventory discrepancies and losses through effective inventory management and stock control measures. Ensures the accuracy of financial documentation related to stock and inventory, maintaining confidentiality and compliance with organizational policies.

13. Language Skills:

Regular communication to a high standard in both spoken and written English is required. Proficient in reading and interpreting invoices, delivery notes, and stock records. Capable of clear communication, both written and verbal, with team members, vendors, and other stakeholders. Basic proficiency in writing reports, emails, and other documentation related to inventory management.



Compensation and Benefits:

The CTC offers a competitive benefits package, which includes 10 paid vacations, 50% towards Pension contributions, Employee discounts for F&B items (excluding alcoholic drinks) and retail merchandise up to 25%, training and development opportunities, Health Insurance, workers compensation insurance and a retirement package to name a few.

Remuneration will be commensurate with qualifications and experience, and the salary range will be of Grade **“Q” KY \$20,020.00 per month - \$23,206.67 per month.**

Position Type and Expected Hours of Work:

This is a part-time position. Days and hours of work are on a rotational schedule from Monday to Friday, 8:30 AM-2 PM, or as per the required schedule according to business needs (25 hours a week). The applicant will be required to work on holidays, weekends, split shifts as needed and participate in various tasks on many occasions.

General sign-off:

The employee is expected to adhere to all company policies and act as a role model for adherence to guidelines.