



AIR FORCE MUSEUM FOUNDATION, INC.

WAREHOUSE ASSOCIATE POSITION OPENING

The Air Force Museum Foundation seeks a full-time Warehouse Associate.

Introduction

The Air Force Museum Foundation (AFMF) was chartered in 1960 as a philanthropic corporation with the purpose of supporting the National Museum of the United States Air Force (NMUSAF).

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 nearly \$100M 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 Warehouse Associate is responsible for the accurate and timely processing of incoming and outgoing shipments. This role plays a critical part in maintaining inventory accuracy, supporting operational flow, and ensuring workplace safety and cleanliness. The Associate will also collaborate with other departments working through Director, Retail, and Manager, Supply Chain to ensure materials and products are delivered where needed and stock levels are maintained through timely refill requests. The Associate plays a critical role in maintaining the professional standards of the warehouse in support of the Air Force Museum Foundation.

The Warehouse Associate is part of the AFMF Retail Team and works under the direct supervision of the Manager, Supply Chain. This position is non-supervisory, full-time, hourly, and non-exempt.





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Duties and Responsibilities

The Warehouse Associate will have the following areas of responsibility:

Primary Responsibilities:

Receiving

Deliveries

- Receive incoming deliveries from suppliers, distribution centers, or transfer locations using carts, pallet jacks, or the Caterpillar.
- Follow proper lifting techniques and safety protocols during unloading procedures.
- Verify that deliveries for AFMF, NMUSAF, Photogenics, and Hall of Fame are qty. counted and match the delivery manifest from the delivery company. NMUSAF packages are either left at the loading dock if too large or requested by recipient or are taken to the receiving room. For deliveries left at loading deck, contact appropriate department in a timely manner and inform them a delivery for the Museum has been left at rear receiving. All other deliveries are taken to the receiving room and logged on delivery spreadsheet to include packages addressed to Museum and Museum staff.

Verify Product Accuracy and Quality

- Carefully inspect all incoming merchandise for damage, defects, or discrepancies in quantity and product type.
- Cross-reference packing slips, bills of lading, or purchase orders with physical shipments and report inconsistencies to Manager, Supply Chain or Director, Retail immediately.
- Take photos of damaged goods and document incidents, send photos of damaged packing to the appropriate buyer.

Barcode Scanning and Inventory Control

- Accurately scan items into the point-of-sale system using scanners. If deliveries are not merchandise for the store, a hand-received document must be filled out with details per document requirements whether for AFMF or NMUSAF, to include non-merchandise deliveries for the store or Launchpad.
- Ensure all received items are recorded in the correct quantities, locations, and SKU numbers. Apply appropriate product labels, price tags, or inventory barcodes as required before storage or transfer to the sales floor.
- Perform annual and as-needed inventories as required with counts delivered to Manager, Supply Chain or Director, Retail.





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- Maintain a working knowledge of stockroom, inventory, and supplies to expedite replenishment of Museum Store.
- Maintain current and updated stock list and delivery log. The stock list is to be printed and given to store managers per the pre-determined schedule. Fill carts with requested merchandise from the filled stock list and take them to store. No carts to store after 2:30 pm unless specifically requested by store manager or Manager, Supply Chain.
- Perform other duties as assigned.

Communication with Internal Departments

- Notify Director, Retail or Manager, Supply Chain of any receiving issues or shipment shortages.
- Coordinate with Manager, Supply Chain to prioritize the processing of time-sensitive or promotional items.
- Communicate delays or quality issues that could impact product availability in-store.
- Organize bulk or seasonal inventory in designated overflow storage (shed) clearly labeled and accessible.

Food Service Support

- Play an active, physical role in keeping daily operations running smoothly.
- Handle shipping and receiving tasks for food deliveries, load and unload deliveries, and transport items both to the store and to the LaunchPad as needed.
- The role also takes responsibility for routine trash removal from the LaunchPad.
- Support the food service team by helping with setup, stocking supplies, and assisting wherever needed during busy periods. This is a hands-on role that requires reliability, adaptability, and a strong work ethic.

Documentation and Compliance

- Ensure all receiving documentation is completed accurately, signed off, and delivered to the purchasing office in a timely manner.
- Comply with AFMF protocols for handling sensitive or high-value merchandise, including locked storage.

Maintain Receiving Area Cleanliness and Order

- Immediately break down and remove empty boxes, pallets, and packaging debris to keep the receiving area clear.
- Trash and cardboard taken to dumpsters daily.
- Organize supplies (tape, scanners, labels) for efficient receiving operations.





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- Ensure receiving room access is controlled during receiving hours; i.e. if no staff are in the office, doors should be closed.

Trash and Waste Removal

- Take all trash loaded on the caterpillar and trailer to dumpsters located on museum property daily.
- Ensure all cardboard is removed from basement daily and taken to dumpsters located on museum property.
- Ensure that all cardboard and trash do not fly off carts as driving to dumpster, ensure all debris goes into dumpster.
- Regularly take all cardboard placed near the elevator to basement to be disposed of correctly as stated above. Take all empty carts back to the receiving area as soon as possible after they have been emptied of stock. Make certain that no cardboard, trash, or carts are left by the elevator overnight.
- Perform other duties as directed in support of AFMF mission.

Secondary Responsibilities:

Shipping

Shipments

- Pick up mail orders from the purchasing office regularly throughout the day.
- Prepare shipments for postal or UPS conveyance; determine the most economical and efficient shipping method; select appropriate shipping containers; pack items neatly and with care to ensure safe delivery. Responsible for all AFMF 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.
- Pick up correspondence and packages daily from each AFMF office for processing.
- Maintain accurate mail/shipping logs and record of postage charges.
- Check items to be shipped against shipping receipts to ascertain that quantities, destination, and routing are correct.
- Trace lost shipments and/or customer claims of lost shipments; initiates proof of delivery documents working with Manager, Supply Chain and Mail Order Clerk.
- Assure the operation of mailing equipment by exercising maintenance as required.
- Plan accordingly and notify Manager, Supply Chain promptly when funds or supplies are needed.
- Assure the mailroom area is always clean and orderly. Ensure empty boxes, unused packaging materials, and damaged or disposable merchandise are removed from the



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mailroom area as often as is necessary to keep aisles, doorways, and hallways clear of debris.

- Follow established departmental policies, procedures, and objectives, continuous quality improvement objectives, safety, and environmental control standards.
- Perform as-needed and annual inventories as required.
- Perform other duties as assigned.

Minimum Education and Experience Requirements

- Valid Driver's License and acceptable driving record required, as this position must be able to drive the AFMF Caterpillar.
- High School degree required at a minimum.
- Previous experience in retail operations will enhance the ability to perform at a high level of success.
- Previous warehouse, manufacturing, or logistics experience a plus, but not required.
- Experience with Retail POS systems such as RetailPro a plus but not required.

Physical and Environmental Requirements

- Frequent bending, kneeling, and lifting up to 50 lbs.
- Frequent standing, walking and reaching around the warehouse and the entire National Museum of the USAF complex. Ability to remain active throughout the shift.
- Noise level may be moderate to high at times.
- Be able to work in a standing position for extended periods of time.

Qualifications

- Computer literate; proficient with Microsoft Office suite.
- Team player
- Customer-focused; service-oriented.
- Flexibility, enthusiasm, and professionalism to work effectively with military leaders, corporate and community leaders, Foundation Board members, and Museum/Foundation diverse constituents.
- Self-motivated with the ability to exercise considerable independence in the performance of day-to-day duties.
- Strong organizational skills; ability to perform multiple projects simultaneously with good attention to detail.

Job Location:

- Dayton, OH (on-site at the National Museum of the USAF).





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Compensation

- **Pay Rate:** \$21.42/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.

Other Significant Facts

- The scheduled hours for this Warehouse Associate are generally Sunday-Thursday. Incumbent's acceptance of employment carries with it a commitment to work as directed and/or scheduled by the Air Force Museum Foundation. Occasional evening and weekend hours will be required to support special activities and events. The National Museum of the United States Air Force is open seven days a week, from 9:00 am – 5:00pm.
- The Air Force Museum Foundation performs background checks on 100% of its employees prior to hiring. The candidate must be willing to submit to a background check, as a condition of employment.
- The Air Force Museum Foundation is an equal opportunity employer and does not discriminate on the basis of any characteristic protected by law.
- This is a non-DoD position with a private organization and does not require military service (including commission and enlistment).

AFMF Vision:

To educate, inspire, and connect the world to Air and Space.

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.

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

Respect – Committed to an inclusive and collaborative work environment.





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Interested applicants should submit applications to:

The Air Force Museum Foundation, Inc.
hiring@afmuseum.com

Please include your resume and cover letter as email attachments.
Please include your first and last name in the titles of these attachments.

