



Job Title: Warehouse Intern
Location: Riverton, WY
Job Type: Temporary
Salary: \$15.00 Hourly

Open Date: 05/03/2024
Closing Date: 05/17/2024

High Plains Power, Inc. is excited to offer opportunities to the youth in our community, providing a chance to explore different employment fields and to gain real-life experience. This internship opportunity is for current high school students at least 16 years of age or graduating seniors. Internships are a paid, non-benefited temporary position.

Applicants must complete employment application online at: [Employment Opportunities | High Plains Power](#)
Applications submitted after 5:00pm on 5/17/2024 will not be considered.

SUMMARY

High Plains Power is an electric cooperative owned by the members we serve. First and foremost is providing helpful and courteous assistance to our member/owners.

The Warehouse Intern assists with maintaining adequate and organized inventory of supplies and materials. This position may assist with maintenance of the facility and grounds, as well as provide support to the Fleet Manager in rigging up and outfitting vehicles.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with loading and unloading freight, trucks, and trailers. Stores materials and supplies.
- Supports operations by preparing assembly units. Ensures materials are stocked and readily available to the line crew.
- Provides assistance with inventory. Reconciles inventory shortages/overages with the Warehouse Supervisor and Operations Support Supervisor.
- Ensures facility is clean, orderly, and maintained, including lawn care in compliance with best practices and safety standards.
- Assists with identification of surplus, obsolete, and scrap tools and equipment.
- May provide support to the Fleet Manager in rigging up and outfitting vehicles, when needed and as schedule allows.

- In conjunction with other employees, represents High Plains Power in various community related activities, including volunteer work for local organizations. Participates in Annual Meeting and assists with the set-up/tear-down at the meeting location.

MINIMUM QUALIFICATIONS

Must be a high school student at least 16 years of age or a graduating senior. Must be punctual, detail oriented, and motivated. Applicants must demonstrate ambition to develop essential skills, have a desire to be involved in the community and a team atmosphere, and be interested in personal and professional growth.

WORKING CONDITIONS

Work is performed both inside and outside. The employee must frequently move up to 50 pounds and occasionally move up to 100 pounds. Employee must frequently navigate stairs. Must recognize, avoid, and communicate safety hazards to others. There may be moderate safety hazards, primarily from falling objects or improperly handled equipment. While performing duties, the employee may be working in an industrial setting where noise levels are moderate to high and occasionally work near mechanical parts. This position will normally have regular hours of work with irregular volume of activity. Some overtime may be required.

NOTES:

- FSLA: Non-Exempt
- High Plains Power is an Equal Opportunity Employer and acts in accordance with ADA, reasonably accommodating qualified applicants with disabilities.
- Eligible applicants meeting the minimum qualifications will be notified only if offered an interview.
- Successful applicants must pass a background/reference check and drug test before hire.
- High Plains Power is a drug-free workplace. All employees are subject to drug testing while employed.