



**Job Title:** Warehouse Intern  
**Location:** Riverton, WY  
**Job Type:** Temporary  
**Salary:** \$18.00 Hourly

**Open Date:** 04/25/2025  
**Close Date:** 05/09/2025

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 high school 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 5/09/2025 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.

#### **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, in compliance with best practices and safety standards.
- Assists with identification of surplus, obsolete, and scrap tools and equipment.
- Helps with transfer of materials to and from outposts.
- In conjunction with other employees, represents High Plains Power in various community related activities, including volunteer work for local organizations and assisting with the building of the Fremont County Fair float.

**MINIMUM QUALIFICATIONS**

Must be a high school student at least 16 years of age or a graduating high school 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. 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.