

Job Description

The Distribution and Operations person is responsible for supporting PRI's Kiosk/Wall Unit 10- unit retail program.

This is a 25-32 hr. per week part-time position and you must be self-sufficient, able to work without ongoing supervision and be on time! We provide the uniform shirt and hours are flexible, but will include some nights and weekends. You must be available as needed for occasional set-ups and tear-downs from 11:00 pm - 4:00 AM. This occurs periodically and you will be given a 1 week advance notice of such an occasion. You should live close to the airport and will be required to pass a 10 year FBI background check, as you will receive an airport security badge.

Job Responsibilities:

Merchant freight receiving and processing for delivery to kiosk/wall units

Kiosk/wall unit housekeeping during replenishment periods e.g.trash removal

maintenance of units and storage area

Distribution of PRI approved correspondence to merchant units

Compliance of the PRI SJC Merchant Manual

Understanding and compliance with Operations manual

Maintenance of all equipment and fixtures

Timely corrective action to all kiosk/wall unit maintenance needs, from preventive maintenance tools and/or merchant work orders

Inventory management, care and retention of assorted accessories

Accountability to all freight receipts and

Preparing Kiosk/Wall units for new incoming operators

Complete and consistent compliance to the SJC security and safety rules

Other responsibilities or special projects may be assigned from time to time that are directly related to the operations and success of the Specialty Retail Kiosk/wall unit program

Thomas Meadows

SJ- PRI Program Manager

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