JOB POSTING

WAREHOUSE ASSOCIATE

Nebraska City Utilities' Stores has an opening for a Warehouse Associate.

Under general supervision, provides assistance in receiving, warehousing, issuing and pricing materials and supplies for all departments of the Utility.

Maintains order and cleanliness of warehouse facility, parking garages and loading dock areas; secures premises daily; unloads material received, verifies accuracy of shipment, completes necessary paperwork and delivers to appropriate facility or area of warehouse; assists crew members with loading and unloading materials for workday; prepares packages to be shipped by ups or common carrier; assists customers with purchases; assists with the annual and cycle inventory as necessary.
Assists with filing, storing and retrieval of inventory records; stocks restrooms; applies ice-melt when necessary; maintains cleanliness of outside of building.
Knowledge required to do the practices and procedures for inventory control/skill in: operating loading/unloading equipment; Ability to: apply the system's procedures/specifications to meet all phases of warehousing operation; follow directions, and to communicate with supervisor, co-workers and the public as necessary.
Work performed by this position is primarily performed in a warehouse setting that may encounter cold and hot temperatures and may be noisy. Heavy lifting is required. This position is normally assigned a 40-hour work week but, may be subject to emergency response during inclement weather or power failures.

If you would like detailed job description or are interested in applying for this position, please contact Stuart Abbott or Sharon Crunk by 4:00 p.m. Tuesday, November 24th 2026.

Job Posted November 2, 2026