

# Durango & Silverton Narrow Gauge Railroad Job Posting



Would you have been one of the rugged, eager-to-get-your-hands-dirty, unafraid-of-being-off-the well-traveled-path individuals who explored new frontiers in the late 1800's as railroads opened personal and professional opportunities across America? If so, you just may be the passionate, high-energy, rock-solid, calm-in-the-storm, hands-on individual that the Durango & Silverton Narrow Gauge Railroad is looking to hire!

DSNG, the premier tourist rail operator and the industry expert in rail-related special event management is growing rapidly, diversifying its operations and looking for a proven professional to join its accounting team. DSNG cares deeply about the customers we serve, the history we preserve and our team that shares our passion for both. Are you interested in sharing our passion? After reviewing the job description below if you are looking to grow your career and this is a position that you would like to interview for please email your Word or PDF document resume and a separate cover letter, including salary requirement/expectation, specifically addressing why you could be our candidate of choice for this position to [hr@durangotrain.com](mailto:hr@durangotrain.com). Posting will be open until filled. EOE

## Job Description

**Division/Department:** Yard Services

**Job Title:** Yard Services Assistant

**Reports To:** Yard Services Supervisor

**Type of position:** Non-Exempt, Hourly

**Employee Classification:** Yard Services

**Location:** Durango, CO

**Job Summary:** The Yard Services Assistant is responsible for assisting the Yard Services Supervisor in the day-to-day operations of the Yard Services Department. This position involves the receipt, storage, and distribution of materials and supplies for the railroad. The assistant will also be responsible for maintaining accurate inventory records and ensuring that all materials are properly stored and protected from damage. This position requires a strong attention to detail and the ability to work in a fast-paced environment.

### **Essential Duties and Responsibilities:**

- Receives and stores materials and supplies for the railroad, ensuring that all items are properly labeled and inventoried.
- Oversees the recruitment, hiring, training and performance evaluations of warehouse staff; ensuring adequate staffing year-round while abiding by organizational scheduling guidelines
- Handles company laundering services for other departmental garments and uniforms while maintaining laundry supplies and machine maintenance
- Responsible for stocking and ordering all food, beverage, and supplies for passenger trains throughout the season
- Provides end to end supply chain management of retail merchandise

### **Education, Skill and Work Experience Requirements:**

- Experience using POS/inventory software control systems required
- Valid Driver's License
- Proficiency in accounting principles and profit/loss statements required
- 2-3 years of supervisory experience with background in Food & Beverage Retail Sales and demonstrated ability to effectively manage staff, vendors and customers
- Proficiency in Microsoft Office applications including Word, Excel, Access & Outlook preferred
- Ability to work flexible schedule with weekend hours and overtime, as needed

### **Work Environment:**

- Warehouse-based area requiring use of fork lift, pallet jack, hand truck, pricing gun, company vehicle, and washer/dryer
- Varied schedule sometimes requiring full-time hours with overtime work, as needed