



<b>Job Title:</b>	Warehouse Team Member	<b>Job Category:</b>	Full-time, permanent, non-exempt
<b>Department/Group:</b>	Small Grains & Forages Division	<b>Location:</b>	306 S. Washington Avenue
<b>Supervisors:</b>	Operations/Warehouse Manager	<b>Travel Required:</b>	None

**Job Description**

**Purpose:** Packaging, Receiving, and loading product to fill orders. Organizing and retrieving stock in the warehouse for orders.

**Duties/Responsibilities:**

- Assist shipping and receiving unloading trucks and checking inventory.
- Packaging product in paper, mini bulks, pro boxes, and bulk.
- Create mixes based on work order.
- Pick and stage loads.
- Work closely with Warehouse Manager on bagging requests, pick slips, and all inventory processes.
- Maintain a safe and clean work environment.
- Organize warehouse and work area for orderliness at all times.
- Use and wear proper safety equipment.
- Use forklifts safely and properly to for duties.
- Maintenance of all company equipment (trucks, conveyors, augers, forklifts, and other equipment used).
- Keep products in compliance with seed standards (bin checking, sample taking)

**Qualifications:**

- Detail orientated.
- Problem-solving ability
- Teamwork skills.
- Customer Service.
- Forklift certified. We will train and certify.
- Valid drivers license.
- CDL preferred but not necessary.

**Working Conditions:**

- Hours of operation 7:30 a.m. – 5:30 p.m. Monday – Friday and Saturday 7:30 – 12:00 p.m..
- Additional over-time is expected during spring and fall; over-time is available depending on work.
- Dust (masks provided).
- Exposure to all weather elements (winter clothing allowance).

**Physical Requirements:**

- Need to be able to climb ladders and into bins.
- Need to be able to lift 70 pounds.
- Required to work in extreme weather conditions all four seasons. (Winter clothing allowance given upon hiring and annual.

<b>Approved By:</b>	Justin Wise	<b>Date:</b>	August 2019
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