



Augusta Cooperative Farm Bureau, Inc.

Job Title:	Warehouse Associate	Job Status:	Full Time
Department/Group:	Greener Valley Supply	Reports To:	Warehouse & Store Manager
FLSA Status:	Non-Exempt	Travel Required:	None
Job Category:		Positions Supervised:	None
Work Schedule:	Monday – Friday. Saturday and OT as needed.		
Job Summary:			
Re-stock warehouse; load products for customers at dock; maintain organized and clean warehouse. Operate forklift.			
Job Description			
<p>TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.</p> <p>ESSENTIAL FUNCTIONS</p> <ul style="list-style-type: none"> • Fill customer orders and load on customer vehicles • Maintain organized and clean warehouse by following Greener Valley’s SOP's and training manual. • Stock warehouse as needed or directed and maintain first in, first out rotation of products • Pull transfers for other stores • Keep accurate inventory of warehouse products • Other duties as assigned. <p>POSITION QUALIFICATIONS</p> <p>Competency Statement(s)</p> <ul style="list-style-type: none"> • Friendly - Ability to exhibit a cheerful demeanor toward others. • Reliability - The trait of being dependable and trustworthy. • Accuracy - Ability to perform work accurately and thoroughly. • Customer Oriented - Ability to take care of the customers’ needs while following company procedures. • Detail Oriented - Ability to pay attention to the minute details of a project or task. • Organized - Possessing the trait of being organized or following a systematic method of performing a task. • Safety Awareness - Ability to identify and correct conditions that affect employee safety. <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> • Must be able to speak, read, write, and comprehend English. • Forklift experience <p>ADDITIONAL NOTES</p> <p>This job description reflects management’s assignment of essential and central functions of this job; It does not restrict management’s rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.</p>			

Physical Demands:			
This position requires frequent standing, walking, reaching outwards and upwards, squatting/kneeling, bending, and lifting/carrying/pushing/pulling up to 100 pounds, and occasional climbing.			
Work Environment:			
Store warehouse. Will frequently be moving inside and outside. Warehouse minimally heated; no air-condition.			
Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated/Reviewed:	12/17/2019		