

Augusta Cooperative Farm Bureau, Inc.

Job Title:	Warehouse Associate	Job Status:	Full Time			
Department/Group:	Staunton Feed Mill	Reports To:	Feed Mill Operations Manager			
FLSA Status:	Non-Exempt	Travel Required:	None			
Job Category:		Positions Supervised:	None			
Work Schedule:	5 day work week, days vary, OT may be required.					
Job Summary:						
Receive, stack, and transport bagged feed items to their assigned locations utilizing a forklift or hand cart.						
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"> Relocate all bagged product from belt to warehouse location or to the company transfer trailers utilizing a forklift or hand cart. Pick and load customer orders using care and procedures that promote good customer service. Provide assistance with inventory control and performing scheduled counts. Rotation and restocking of bagged product. Loading and unloading of feed trailers utilizing the forklift or hand cart. Follows QC SOP's, CGMP's, and housekeeping procedures. <p>POSITION QUALIFICATIONS</p> <p>COMPETENCY STATEMENT(S)</p> <ul style="list-style-type: none"> Accountability - Ability to accept responsibility and account for his/her actions. 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. Reliability - The trait of being dependable and trustworthy. Safety Awareness - Ability to identify and correct conditions that affect employee safety. Working Under Pressure - Ability to complete assigned tasks under stressful situations. <p>PREFERRED SKILLS</p> <ul style="list-style-type: none"> Forklift certified. Speak, read, and comprehend English. <p>ADDITIONAL NOTES</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.

Physical Demands:

This position requires frequent standing, walking, sitting, manually manipulating, grasping, reaching outwards and above the shoulder. This position also requires occasional climbing, crawling, squatting/kneeling, bending, and lifting/carrying and pushing/pulling up to 100 lbs.

Work Environment:

Manufacturing environment.

Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated/Reviewed:	08/28/2019		