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 ***Warehouse Associate – Part-Time***

**Are you looking for a part-time opportunity to work in a great team-oriented environment? We are looking for dedicated and driven individuals to join our team to help assist part-time in our warehouse facility, with the ability to become cross-trained to also assist in our showroom as needed.**

**This will begin as a part-time position, with the opportunity to transition to a full-time opportunity based on the business needs, and most importantly, the employee's performance!**

**Schedule: Ideally, we are looking for individuals who are willing and able to work flexible hours and Saturdays.**

**General Overview**

*Performs a variety of retail operations functions to ensure sales readiness and customer support at one of our EverGRO Cooperative stores locations.*

*Job functions vary by location and generally include: receiving merchandise and maintaining warehouse inventory, stocking shelves and supporting merchandising efforts, maintaining showroom appearance, filling customer orders and providing loading assistance, and performing general facility maintenance. Demonstrates excellent customer service skills.*

**Essential Job Functions**

*Essential Job Functions may vary due to merchandise mix, customer base, and business volume across EverGRO locations. The list below provides the key essential responsibilities of the position, but is not limited to the following;*

* Maintain regular communication with store leadership to receive daily assignments and provide timely information regarding receiving and inventory supply, customer orders, showroom appearance, facility maintenance, safety, loss prevention, and other factors critical to daily operations.
* Provide prompt and courteous customer support. Assist customers with filling orders, lifting and accessing products, and loading merchandise into vehicles. Verify invoices to ensure proper merchandise and quantities are loaded. Effectively secure loads.
* Receive merchandise deliveries at facility warehouse according to established procedures. Unload merchandise in various forms including pallets, boxes, bulk and manual lifting as appropriate. Count and verify accuracy of delivery by comparing to purchase orders and reviewing shipping documents. Inspect items for damage or defects. Notify supervisor immediately of shipping errors, damage to materials, and product quality issues.
* Safely move merchandise throughout the warehouse utilizing proper equipment, including manual lifting. Perform full pallet put-away, accurately storing merchandise in warehouse racking or other designated locations. Manually stack down mixed pallets, sorting merchandise for warehouse storage or showroom replenishment.
* Perform showroom replenishment. Safely move merchandise to the showroom utilizing proper equipment and/or manual lifting. Stock merchandise ensuring shelves and displays are neatly faced and organized and that items are accessible to customers. Perform recovery according to facility procedures.
* Reconfigure store shelving, build endcaps, and assist with creating merchandise displays. Read and interpret merchandising diagrams (plan-o-grams).
* Assist facility team members in taking physical inventory according to established guidelines.
* Monitor entrances and exits in an effort to promote store security, safety, and to minimize merchandise loss. Request receipt or proof of payment in keeping with facility procedures. Escalate potential security concerns to store leadership.
* Perform regular inspections equipment according to facility guidelines. Identify and report maintenance needs to supervisor. May assist with maintenance of equipment as needed.
* Perform daily housekeeping duties and general facility maintenance to keep warehouse, showroom, outside lot and display areas neat and safe. Keep aisles and walkways clear of debris. May perform lawn care, snow removal, painting, and a variety of other general maintenance assignments as determined by location needs.
* Work safely as to not cause harm to yourself, customers and property, co-workers, equipment, or inventory. Utilize Personal Protective Equipment (PPE) as required. Operate all equipment and vehicles according to company policy and government regulations. Comply with OSHA regulations, EverGRO Cooperative Environmental Health and Safety (EHS) standards, work rules and policies.
* Perform all other job functions as assigned

**Qualifications - REQUIRED**

**Education:**

* No minimum requirement

**Experience:**

* No minimum requirement

**Qualifications – PREFERRED**

* High School Diploma or GED Equivalent
* Coursework or experience in agriculture, plant science, animal science or a related field
* Prefer at least 6 months of experience working in a warehouse or retail environment, preferably in an agriculture, farming, supply services, etc., industry
* Previous experience or knowledge of the farm supply, farm services or agriculture industry

**A successful individual in this position will be able to successfully perform the following responsibilities or be able to develop and demonstrate the following capabilities in a reasonable timeframe upon joining the team:**

* Able to learn and effectively operate a pallet jack
* Able to learn, understand and follow safety, quality control and operating procedures at all times
* Able to learn and accurately identify / locate merchandise utilizing labels, barcodes, reports, and other documentation or tracking methods
* Able to apply logic and understanding to carry out instructions provided in written, oral, or diagram form
* Able to add, subtract, multiply, divide and calculate percentages using whole numbers, common fractions and decimals
* Able to effectively communicate with customers
* Attention to detail
* Able to speak, read, write the English language in a proficient manner
* Able to complete paperwork in a legible, organized, and timely manner
* Able to work in a fast-paced team environment
* Able to work extended hours to meet business demands especially during peak seasons

**Work Environment**

Performs essential job functions in a variety of settings depending upon location, primarily a warehouse environment (not climate controlled experiencing seasonal temperatures and humidity), a retail showroom, and occasionally outdoors where there may not be protection from weather conditions.

May be exposed to hazards including:

* Drafts, temperature changes and wet floors due to facility doors opening during adverse weather and the merchandising and care of plant material
* Merchandise, supplies and tools
* Dust, odors, fumes potentially from sales and storage of fertilizers, crop protectants and other agricultural, residential, animal care and home care products
* Moving mechanical parts and vehicles, vibrations and electric current
* Noise levels where hearing protection is optional per PPE Plan

Schedule requirements will vary based on location. Extended hours and/or alternate work schedules may be required. Ability to report to work on time and in adverse weather conditions is required.

**Physical Activities & Requirements**

*Physical activities and requirements will vary based on location and merchandise mix. Below is a general description.*

* **Continuously** balance, bend, and stack; finger and handle merchandise, tools and controls; reach with arms and hands; stand and walk for extended periods on concrete surface; twist back and neck; utilize hand/eye/foot coordination; Pull, push, lift, carry 10-50 pounds unassisted.
* **Frequently** crouch, kneel and stoop. Drive motorized equipment. Utilize feet and hands in repetitive motion while driving motorized equipment. Pull, push, lift, carry 50-100 pounds, may be assisted.
* **Occasionally** climb, sit, shovel and sweep. Pull, push, lift, carry over 100 pounds, may be assisted.

Must be able to hear equipment sounds, warehouse pages, co-workers and radio. Must be able to speak to co-workers regarding production and safety. Specific vision abilities required by this position include: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

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| **Activities Required** | **Continuously** | **Frequently** | **Occasionally** |
| Balance | X |  |  |
| Bend | X |  |  |
| Stack | X |  |  |
| Finger & Handle | X |  |  |
| Reach with Arms & Hands | X |  |  |
| Stand | X |  |  |
| Walk | X |  |  |
| Twist Back & Neck | X |  |  |
| Hand/Eye/Foot Coordination | X |  |  |
| Pull, Push, Lift, Carry 10-50 lbs. unassisted | X |  |  |
| Crouch |  | X |  |
| Kneel |  | X |  |
| Stoop |  |  |  |
| Repetitive Motion Feet & Hands |  | X |  |
| Pull, Push, Lift, Carry 50-100 lbs. may be assisted |  | X |  |
| Climb |  |  | X |
| Sit |  |  | X |
| Shovel |  |  |  |
| Sweep |  |  | X |
| Pull, Push, Lift, Carry over 100 lbs., may be assisted |  |  | X |

**Tools & Equipment**

*Tools and equipment will vary based on location and merchandise mix. Below is a general description.*

* Hard hat, steel toed shoes required while in the warehouse/merchandise storage facility. Effectively operate industrial equipment including: pallet jack. Effectively utilize gloves and other PPE (required or optional), RF scanner, scale, safety knife/box cutter, writing instrument, reports, logs, plan-o-grams, diagrams, computer, printer, telephone

EverGRO Cooperative is an Equal Opportunity Employer and does not discriminate against individuals based on their race, color, religion or belief, national or ethnic origin, sex (including pregnancy), age, disability, sexual orientation, gender identity, veteran status, family medical history or genetic information, or any other status protected by federal, state or local laws, or regulations.

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, functions and skills required for this job. Functions and requirements may change at any time with or without notice. This job description is a summary of essential job functions necessary for the satisfactory performance of this position. Reasonable accommodation may be made to enable those with disabilities to perform the essential job functions. Job functions may vary by location.*