

ROLE DETAILS		Date Created: 9/01/2023	Filled Date: 9/01/2023
Role Title:	Warehouse Team Member		
Reports To:	Warehouse Manager	Location (City, State): Algona, IA	Employment Status: Full Time Employee

ROLE PURPOSE

Warehouse Team Members will perform a wide range of tasks that support general plant operations and distribution.

ACCOUNTABILITIES

- Follow verbal and written work instructions
- Working safely with minimal supervision
- Being observant with all work orders, pick tickets, bill of ladings and general documentation
- Ship and receive inventory
- Rebag inventory as instructed
- Quality Analysis & Control Activities
- Clean and Repair Boxes
- Process Improvement Projects
- Outdoor cleanup / Landscaping
- Maintain a safe and clean environment

KNOWLEDGE SKILLS & EXPERIENCE:

Critical Knowledge:

- High School Diploma / GED
- Associate degree in agronomy (or related plant science), Ag. Business is preferred but not required
- Ability to receive chemical applicators license (seed treatment)
- Working knowledge of inventory management principles.
- Must be able to be forklift certified

Critical Skills:

- Verbal and written communication skills
- Professional personal presentation
- Attention to detail
- Take initiative
- Reliable
- Self starter, initiative to stay busy when a task is finished
- Team Collaboration
- Flexible

Critical Experience:

- Forklift experience
- Inventory and distribution process experience

CORE DIMENSIONS

- Decisive
- Trusted
- Innovative
- Organized

Level:
Non-Managerial

Other Behaviors Critical for the role:

- Must be eligible to work in the U.S.
- Must have a valid driver's license

CRITICAL SUCCESS FACTORS AND KEY CHALLENGES

WORKING CONDITIONS / PHYSICAL DEMANDS

PHYSICAL DEMANDS OF THE ESSENTIAL FUNCTIONS:

Physical Requirements:

PHYSICAL REQUIREMENTS	0-24%	25-49%	50-74%	75-100%
Lifting up to 70 lbs.			X	
Operate Forklift			X	
Order Fulfillment			X	
Rework (Rebag, Retag, Treating)	X			
Data Collection	X			
Site Maintenance	X			

WORKING CONDITIONS WHILE PERFORMING ESSENTIAL FUNCTIONS:

Working Conditions:

- Warehouse environment (not climate controlled in some areas)
- **Weekday position:** 7:00am – 5:00pm shipping hours (flexible shifts)
- **Summer Hours:** 7:00am – 3:30pm
- Could include occasional weekend hours during critical times of the year.
- Ability to be on feet for the majority of the day.
- Ability to operate standard office equipment including phone, copier, computer

Employee Name Printed: _____

Employee Signature: _____

Date: _____