

**PENDLETON GRAIN GROWERS, INC.**

Job Description Guidelines for  
Clerical and Hourly Paid Employees

<b>Position Title:</b> Store Service Person III		Rev. 2/2008
<b>Wage/Hour Status:</b> <input checked="" type="checkbox"/> Non-Exempt		
<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input checked="" type="checkbox"/> Seasonal		
<b>Division:</b>	Retail/Pump &	<b>Department:</b> Retail
<b>Location:</b>	All Locations	<b>Grade Level:</b> A
<b>Title of Immediate Supervisor:</b>		Store Manager
<b>Title of Positions Indirectly Supervised [Functional]:</b>		
<b>Job Description:</b>		
<b>Approved by:</b>	_____	<b>Title:</b> _____ <b>Date:</b> _____
<b>Grade Level Assignment:</b>		
<b>Approved by:</b>	_____	<b>Title:</b> _____ <b>Date:</b> _____

**BASIC JOB PURPOSE:**

Provide cashiering, receiving, and/or warehouse assistance. Perform other duties as assigned.

**ESSENTIAL FUNCTIONS OF THE JOB:**

An asterisk (\*) beside a Principal Duty and Responsibility indicates a function that is essential to this position.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

	<u>Percent of Time</u>
<b>Duties</b>	
*1) Assist customers in the selection and purchase of merchandise directly from the warehouse or store.	
*2) Answer telephone and assist customers with questions.	
*3) Greet customers and process cash and charge sales transactions.	

**PHYSICAL REQUIREMENTS OF THE JOB:**

<u>Activity</u>	<u>Percent of Time</u>	<u>If Lifting, Approximate Weight (lbs.)</u>
1) Loading/lifting customers merchandise		75-90
2) Cleaning warehouse and yard and watering greenhouse plants		75

**EQUIPMENT OPERATION REQUIREMENTS:**

<u>Type of Equipment</u>	<u>Work Performed</u>	<u>Percent of Time</u>
Forklift, truck and pickup	Moving merchandise	
Computer Terminal/Cash Register		
Telephone skills		

**MENTAL REQUIREMENTS OF THE JOB:**

Ability to read, write, and perform arithmetic calculations. Ability to communicate, verbally and in writing, with customers, vendors, other employees, and supervisor.

**TRAINING, EDUCATION, & EXPERIENCE REQUIREMENTS:**

Formal Education Required..... High School  
 Work Experience Required..... Under 1 year  
 Equipment Operation Experience Required..... General training gained on the job

**PERFORMANCE STANDARDS FOR THIS JOB:**

- 1) Work safely at all times.
- 2) Provide superior customer service and complete accurate paperwork.
- 3) Assist in other areas as time permits.