

**PENDLETON GRAIN GROWERS, INC.**  
 Job Description Guidelines for  
 Clerical and Hourly Paid Employees

<b>Position Title:</b> Store Service/Warehouseman		rev. 4/08
<b>Wage/Hour Status:</b> Non-Exempt		
<input checked="" type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input checked="" type="checkbox"/> Seasonal		
<b>Division:</b> Retail	<b>Department:</b>	Retail
<b>Location:</b> All	<b>Grade Level:</b>	A - B
<b>Title of Immediate Supervisor:</b> Retail Lead Person		
<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:**

To load customers with products they have purchased. Unload feed truck and other freight trucks. Maintain a clean yard and feed warehouse. Provide cashiering, receiving, dispense propane, and other warehouse assistance as needed. 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>Duties</u>	<u>Percent of Time</u>
*1)	Greet and assist customers by phone or in person in the selection, purchase, and/or loading of merchandise.	10%
*2)	Load customers feed, fencing, livestock, handling equipment, and/or pipe.	40%
*3)	Process cash and charge sales as needed to complete sales transactions.	10%

- \*4) Stage supplies and/or parts for different jobs requested by sales people. 10%
- \*5) Unload feed, fencing, salt and freight trucks that are delivering product. 10%
- \*6) Maintain a clean yard and warehouse to enable a safe work environment. 10%
- \*7) Maintain proper care of feed warehouse forklift. 10%
- \*8) Perform other duties as assigned.

**PHYSICAL REQUIREMENTS OF THE JOB:**

<u>Activity</u>	<u>Percent of Time</u>	<u>If Lifting, Approximate Weight (lbs.)</u>
1) Loading/lifting merchandise, stacking and assembly	50%	110
2) Organizing of product.	10%	100
3) Cleaning of facility.	25%	75

**EQUIPMENT OPERATION REQUIREMENTS:**

<u>Type of Equipment</u>	<u>Work Performed</u>	<u>Percent of Time</u>
Forklift, truck and pickup	Moving merchandise	25%
Computer terminal/Cash register	Process transactions	
Telephone skills	Communicating	
Propane Dispenser	Dispense Propane	

**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 Graduate/GED  
 Work Experience Required .....Under 1 year  
 Equipment Operation Experience Required .....General training gained on the job

**PERFORMANCE STANDARDS FOR THIS JOB:**

- 1) Promptly and courteously load customers' product they have purchased.
- 2) Maintain a clean yard and warehouse to help us maximize our operation.
- 3) Maintain an adequate supply and help in purchasing of the feed.
- 4) Maintain company property to reduce breakdowns and portray a positive company image.
- 5) Provide superior customer service internal and external, and complete accurate paperwork.
- 6) Assist in other areas as time permits.
- 7) Work safely at all times, respecting and following PGG and regulatory agencies compliance as applicable.
- 8) Provide support at every opportunity.
- 9) Make suggestions for improvement.