



## Job Description

|   |   |                         |                  |
|---|---|-------------------------|------------------|
| <b>Job Title: CNI &amp; MVS Warehouse Material Handler</b>  |   |                         |                  |
| <b>Division:</b>  | Agronomy                                      | <b>Hours:</b>           | 8:00am to 4:30pm |
| <b>Location:</b>  | 11039 Hazelgreen Rd NE<br>Silverton, OR 97381 | <b>Travel Required:</b> | No               |
| <b>Reports to:</b>  | Ag Operations Manager                         |                         |                  |
| <p><b>PURPOSE</b></p> <p>The purpose of this job is to generally manage the warehouse shared between CNI and Mountain View Seeds (MVS) in a professional way that contributes significantly to Pratum’s overall mission, which is to be an <b>agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.</b></p> <p>The following are specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.</p> <p><b>TASKS &amp; RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>• Receive, unload, stack product shipments as directed, filling in required documentation</li> <li>• Load/unload trucks with a forklift, perform daily forklift inspections</li> <li>• Manage product inventory: rotate stock, efficiently use space, perform routine inventory checks</li> <li>• Complete inventory counts and reports as directed</li> <li>• Pull orders to process customer orders as directed, preparing product for loading</li> <li>• Maintain safe and clean work environment by keeping shelves, pallet area, and workstations neat; maintaining clean shipping supply area</li> <li>• Assist with loading &amp; unloading MVS trucks</li> </ul> <p><b>EXPECTATIONS</b></p> <ul style="list-style-type: none"> <li>• Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook</li> <li>• Function in a way that fulfills Pratum’s Values <ul style="list-style-type: none"> <li>○ <b>Integrity:</b> always doing the right thing</li> <li>○ <b>Safety:</b> committed to a safe environment for our employees and customers</li> <li>○ <b>Professionalism:</b> dealing with all relationships in a courteous and respectful manner with a positive image, timeliness</li> <li>○ <b>Results Oriented:</b> delivering on your promises</li> <li>○ <b>Teamwork:</b> respecting one another with humility, working with the ag management team</li> <li>○ <b>Stewardship:</b> careful and responsible management of our resources and environment</li> </ul> </li> </ul> |   |                         |                  |



## Job Description

- **Customer Service:** exceeding expectations of those we serve
- Passionate engagement with Pratum Agronomy, motivated to contribute to Pratum's success
- Good math and organizational skills with the ability to prioritize multiple assignments
- Willingness to work overtime during the busy seasons
- Meet everyone with a smile

### QUALIFICATIONS AND EDUCATION REQUIREMENTS

- High School Diploma or equivalent

### PREFERRED SKILLS

- Equipment maintenance
- Inventory control

|                     |                          |            |                             |
|---------------------|--------------------------|------------|-----------------------------|
| Prepared By:        | Mark Garland, HR Manager | Date:      | December 28, 2021           |
| Approved By:        |                          | Date:      | Click here to enter a date. |
| Last Updated By:    |                          | Date/Time: |                             |
| Employee Name:      |                          | Email:     |                             |
| Employee Signature: |                          | Date:      | Click here to enter a date. |



# Job Description

## Physical Requirements

### General Notes:

Primarily a general warehouse position with some significant physical requirements

### Tools & Equipment Used:

Typical office equipment, forklift and lift equipment

### ENDURANCE

|                   | Never | Seldom<br>1-5% | Occas.<br>6-33% | Freq.<br>34-66% | Continuous<br>67-100% | Total Hours<br>At one time | Total Hours in a<br>work day |
|-------------------|-------|----------------|-----------------|-----------------|-----------------------|----------------------------|------------------------------|
| Sitting           |       |                |                 | X               |                       | 1                          | Up to 6                      |
| Standing          |       |                |                 | X               |                       |                            |                              |
| Walking           |       |                |                 | X               |                       |                            |                              |
| Change Positions? |       |                |                 | X               |                       |                            |                              |

### LIFTING AND CARRYING

|           | Never | Seldom<br>1-5% | Occas.<br>6-33% | Freq.<br>34-66% | Continuous<br>67-100% |
|-----------|-------|----------------|-----------------|-----------------|-----------------------|
| 1-20 lbs  |       |                |                 | X               |                       |
| 21-50 lbs |       |                |                 | X               |                       |
| 51-75 lbs |       |                | X               |                 |                       |
| >75 lbs   |       | X              |                 |                 |                       |

Maximum # lifted/carried without assistance 80 Lifts/carries exceeding this weight are done with 2 people or lift device

### OTHER PHYSICAL REQUIREMENTS

|                                 | Never | Seldom<br>1-5% | Occas.<br>6-33% | Freq.<br>34-66% | Continuous<br>67-100% |
|---------------------------------|-------|----------------|-----------------|-----------------|-----------------------|
| Bend/Stoop                      |       |                |                 | X               |                       |
| Twist                           |       |                | X               |                 |                       |
| Crouch/squat                    |       |                | X               |                 |                       |
| Kneel/Crawl                     |       | X              |                 |                 |                       |
| Walk-Level surface              |       |                |                 | X               |                       |
| Walk-Uneven surface             |       |                | X               |                 |                       |
| Climb Steps/Ladder              |       |                |                 | X               |                       |
| Work at heights                 |       |                | X               |                 |                       |
| Reach at or above Shoulder      |       |                | X               |                 |                       |
| Use of Arms, Wrist              |       |                |                 | X               |                       |
| Use of Hands grasping/squeezing |       |                |                 | X               |                       |
| Operate foot controls           |       |                |                 | X               |                       |

**ENVIRONMENT:**  Inside 80 % of time  Outside 20 % of time  
 Temperature Extremes  Yes  No Vibration  Yes  No  
 Works on or around moving machinery or mechanical parts  Yes  No

### SIGNATURES

If, at any time during my employment, I think my job requires physical exertion beyond these limits, I will notify my direct supervisor for authorization before I exceed these limits.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employer Representative(s):

| Print Name | Title | Signature | Date |
|------------|-------|-----------|------|
|            |       |           |      |