



Job Description

Job Title: Agronomy Warehouse Operator			
Division:	Agronomy	Hours:	8 to 5 (add'l hours as required during busy seasons)
Location:	2892 Howell Prairie Rd Salem, OR 97305	Travel Required:	Local trainings at times
Level\Pay Range:	Non-exempt, Hourly \$18 to \$22/hr DOE	Position Type:	Operative
Reports to:	Ag Operations Manager		

PURPOSE

The purpose of this job is to receive, prepare and process shipments of crop input products for our customers as well as maintain accurate inventory. This job significantly contributes to Pratum's overall mission, which is to be **an agricultural cooperative dedicated to innovative solutions, excellent service, and long-term relationships.**

The following are specific tasks and responsibilities related to this position, but the position may require other duties and special projects as assigned.

TASKS & RESPONSIBILITIES

- Receive and process incoming products and paperwork
- Load and unload trucks with a forklift
- Fill chemical tanks and trucks as needed
- Process customer orders to create purchase orders, and prepare product for loading
- Enter/write required information on shipping tickets and/or reports
- Make deliveries by driving truck to and from customers or vendors
- Perform daily safety inspections on forklift
- Maintain safe and clean work environment by keeping tanks, shelves, pallet area, and workstations neat; maintaining clean shipping supply area

EXPECTATIONS

- Comply with federal, state, and company policies, procedures, and regulations, maintaining familiarity with the employee handbook
- Function in a way that fulfills Pratum's Values
 - **Integrity:** always doing the right thing
 - **Safety:** committed to a safe environment for our employees and customers
 - **Professionalism:** dealing with all relationships in a courteous and respectful manner with a positive image, timeliness



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- **Results Oriented:** delivering on your promises
- **Teamwork:** respecting one another with humility, working with the ag management team
- **Stewardship:** careful and responsible management of our resources and environment
- **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

PREFERRED SKILLS

- Computer skills
- Inventory control
- Knowledge of and experience with agricultural operations

Prepared By:	Mark Garland, HR Manager	Date:	December 23, 2020
Approved By:	Lyle Schaffer, Operations Mgr.	Date:	October 25, 2022
Last Updated By:	Brandi Hollstein, HR Generalist	Date/Time:	October 25, 2022
Employee Name:		Email:	
Employee Signature:		Date:	Click here to enter a date.

Physical Requirements

General Notes:

Primarily a warehouse position with some significant physical requirements



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Tools & Equipment Used:

Typical office equipment, lift and scoop equipment, pumps, trucks, shop equipment, etc.

ENDURANCE

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 67-100%	Total Hours At one time	Total Hours in a work day
Sitting			X			1	2
Standing				X			
Walking				X			
Change Positions?				X			

LIFTING AND CARRYING

1-20 lbs
21-50 lbs
51-75 lbs
>75 lbs

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 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

Bend/Stoop
Twist
Crouch/squat
Kneel/Crawl
Walk-Level surface
Walk-Uneven surface
Climb Steps/Ladder
Work at heights
Reach at or above Shoulder
Use of Arms, Wrist
Use of Hands grasping/squeezing
Operate foot controls

	Never	Seldom 1-5%	Occas. 6-33%	Freq. 34-66%	Continuous 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 70 % of time Outside 30 % 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