

## **Job Title: Fertilizer Warehouse**

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Reports to: Location Manager

### **Position Objective**

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To mix, inspect and load fertilizer and chemicals and related products in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

### **Position Responsibilities**

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The warehouse manager's responsibilities involve operations, service, safety and maintenance, inventory management and other duties as assigned by management. The warehouse manager will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

#### **Operations**

Operations involves the efficient operation of the fertilizer warehouse.

1. Help transport materials to and from buildings for employees and outside customers.
2. Help maintain equipment on a regular schedule.
3. Maintain quality of mixes above co-op standards.
4. Account for each mix or other service provided by writing job, sales, or transfer tickets to ensure accurate inventory control.
5. Order inventory items according to reports in an efficient and timely manner to maintain inventory in the warehouse.
6. Manage stock rotation, 1<sup>st</sup> in 1<sup>st</sup> out.

#### **Delivery**

Delivery involves efficiently delivering the product.

1. Ensure sales tickets are made out prior to loading or delivery
2. Deliver product to specified locations
3. Inspect all products as they are loaded and unloaded
4. Verify that all items listed on the work order or sales ticket are loaded and delivered
5. Provide the customer with an accurate sales ticket and collect payment if needed

#### **Sales and Service**

Sales and service involves building sales through providing exceptional service.

1. Ensure sales tickets are completed prior to loading or delivery

2. Assist customers with loading
3. Respond to and report all customer complaints
4. Promptly and courteously greet customers
5. Remember to thank customers for their business
6. Sell related items when appropriate to increase sales
7. Develop personal skills and knowledge on an ongoing basis
8. Attend product, merchandising, and cooperative meetings as assigned by your supervisor

### **Follow regulations**

1. Observe OSHA, state, and federal safety regulations
2. Follow all company and regulatory agency safety policies
3. Maintain a valid commercial driver's license

### **Operate delivery vehicle safely**

1. Check lights and safety equipment daily
2. Obey all traffic laws, including:
  - driving within posted speed limits
  - stopping and looking for traffic at all stop signs
3. Drive defensively
4. Report any unsafe equipment or working conditions to your supervisor
5. Allow no riders who have not been approved by your supervisor

### **Maintain the delivery vehicle**

1. Wash vehicle as weather and operating conditions require to maintain a clean vehicle
2. Follow the regular vehicle maintenance schedule provided by your supervisor
3. Report any needed repairs or special maintenance to your supervisor immediately