

# Western Montana Growers Cooperative

## Position Announcement

**Title:** Warehouse Associate II - Swing Shift

**Location:** Missoula, MT

**Compensation:** \$16.00/hour, 30-35 hours per week

**Benefits:** Paid holidays, paid vacation, employee healthcare plan, employee discount

**Start Date:** Immediate

**To Apply:** [Indeed.com](https://www.indeed.com)

### **Job Description**

The primary function of this position is to provide safe, efficient, and accurate consolidation of the agricultural products that are produced by the members of the WMGC as well as the products of others who utilize us for delivery services. This position requires an individual who is diplomatic, timely, and believes in our mission. In addition, the position involves the movement and management of many and varying items over the course of the day and therefore requires an individual who is physically capable of lifting heavy boxes of up to 75 lbs., is efficient, highly organized, detail-oriented, and has knowledge of produce and quality standards. This position also involves warehouse duties associated with loading and unloading trucks; packing orders to be delivered by WMGC or shipped by an outside party; and packing boxes for WMGC's CSA program.

The Warehouse Associate II occasionally drives WMGC trucks to cover pick up and delivery routes. Driving responsibilities are listed below. This position includes interacting face-to-face with WMGC customers and therefore requires an individual who has good customer service skills, is diplomatic, timely, well-groomed, dresses appropriately, and believes in our mission.

The position includes a varying schedule between 24-40 hours per week, with the potential for up to 40 hours in a week that includes driving shift coverage.

Base schedule may vary with seasonal farm production levels.

### **Base Schedule**

Monday: 3pm – 1am

Tuesday: 3pm – 9pm

Wednesday: 12:30pm – 6: 30 pm

Thursday: 3pm – 1am

Friday: 1 pm – 5 pm

### **Primary Goals for this Job**

- Maintain good working relationships with WMGC staff
- Ensure that our products and those of others are aggregated in a safe and efficient manner
- Communicate shipping documents and notes
- Strive to eliminate packing errors

- Ensure good working condition and cleanliness

### **Specific Tasks and Responsibilities**

- Coordinate with Warehouse and Transportation Managers to plan daily logistics
- Correctly identify and label products
- Receive, inspect, and sort incoming product
- Stage product in designated locations prior to packing
- Assist in the unloading and loading of WMGC trucks
- Pull customer orders and pack pallets for delivery
- Accurately record weight changes, out of stock items, credits, etc... on packing slips
- Participate in regular warehouse maintenance - to include sorting boxes, emptying trash, sweeping and mopping, organizing crates, and sanitizing equipment
- Promptly communicate any issues to warehouse management
- Demonstrate safe use of warehouse equipment
- Immediately report and document any accident, injury, or illness to direct supervisor

### **Occasional Driving Tasks and Responsibilities**

- Organize and load products on the truck
- Deliver products throughout marketing region
- Backhaul products from growers
- Pack pallets to be shipped and collect pallets along the route
- Ensure that all invoices are signed by an individual at the receiving entity
- Immediately record any credits or payments on customer invoice
- Report any problems with delivery to Operations Manager or GM in a timely manner
- Report any problems or accidents involving the delivery truck to Management
- Pay attention to packaging, labeling, and product quality upon delivery and report any deficiencies
- Communicate with customers in person to promote sales and address problems
- Report inventory of dry goods, fruit, storage crops and other products as requested
- Discuss crop and packaging problems with Warehouse Coordinator
- Collect boxes and crates from customers for redistribution to producers
- Keep daily records of truck mileage, fuel, and temperature
- Clean truck inside and out at the end of shift

### **General Guidelines**

As an employee of Western Montana Growers Cooperative you should:

- Keep the co-op's mission in mind:

*Our mission as members or employees of The Western Montana Growers Cooperative is to provide people within our region with fresh, quality products from our member's farms; to build a stable company based on cooperative*

*principles and personal relationships which delivers quality to our customers and provides improved income return for our members. Within this mission, the cooperative shall whenever possible work to support small-scale, family-run, and regionally-based sustainable farms and encourage cooperation and mutual aid among farmers.*

- Perform your tasks with accuracy, efficiency and professionalism.
- Be sensitive to how your work affects the work of your fellow employees.
- Approach your work with creativity, offering suggestions for improvements.
- Attempt to evaluate your work from a financial perspective, considering how your actions impact the co-op's sales and profitability.
- Keep confidential any information you receive about customer sales, purchases from growers, and overall co-op financial performance.
- Treat your fellow employees, customers and growers with fairness, courtesy and respect. Practice honesty and tact.
- Communicate any significant problems to the supervisor in a timely fashion.
- Expect an evaluation from the GM annually, and ask for one to be scheduled if necessary.
- Provide constructive feedback to Management with ideas to improve the business.

Interested Applicants should apply at [Indeed.com](https://www.indeed.com).

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