

Western Montana Growers Cooperative

Position Announcement

Job Description

Title: Seasonal Warehouse Associate

Location: Missoula, MT

Compensation: \$12.00/hour, 14+16 hours/week

Start Date: May – June 2017

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 position includes a varying schedule, and **will include** late evenings sometimes reaching up to 2am during the height of the season.

Primary Goals for this Job

- Maintain good working relationship with WMGC staff
- Insure that our products and those of others are aggregated in a safe and efficient manner
- Maintain good customer relations
- Ensure customer satisfaction
- Keep errors to a minimum
- Ensure the clean appearance of yourself and delivery truck
- Insure good working condition and cleanliness

Specific Tasks and Responsibilities

- Organize and load member and non-member products on truck
- Pack pallets to be shipped and collect pallets along the route
- Record immediately on invoice any credits due to a short or return
- Report any problems with delivery to Warehouse Coordinator in a timely manner
- Report the rejection of any products to Warehouse Coordinator
- Report immediately any problems or accidents involving the delivery truck or other equipment to Management

- Pay attention to packaging and labeling; reporting any deficiencies to the appropriate staff member(s)
- Discuss crop and packaging problems with management

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.
- Establish priorities with GM's assistance
- 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 GM 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.
- Keep trucks clean and organized
- Do whatever is reasonable to keep customer and grower satisfaction high.

Interested Applicants should email a resume and cover letter to grower@wmgcoop.com

Applications Due By May 19, Position will remain open until filled

Position Begins approximately May 26 and will run through October or November depending on workload