

**Monte Vista Cooperative  
Job Description**

**Job Title:** Feed Warehouse Laborer  
**Department:** Warehouse  
**Reports to:** Warehouse Supervisor  
**FLSA Status:** Non-Exempt

**Summary:** Receives, stores and distributes material, tools, equipment and products within establishments.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

- Reads production schedule, customer order, work order, shipping order or requisition to determine items to be moved, gathered or distributed.
- Run a forklift safely and correctly.
- Conveys materials and items from receiving or production areas to storage or to other designated areas.
- Sorts and places materials or items on racks, shelves or in bins according to predetermined sequence such as size, type, style, color or product code, rotation.
- Assembles customer orders from stock and places orders on pallets or shelves or conveys orders to customers vehicles.
- Marks materials with identifying information.
- Inspects bales, creates and other containers upon arrival.
- Records amounts of items for distribution within plant to ensure conformance with company standards.
- Uses computer to enter records.
- Compiles worksheets or tickets from customer specifications.
- Drives vehicle to transport stored items from warehouse to plant or to pick up items from several locations for shipment.
- Completes requisition forms to order supplies from other locations.
- Keep warehouse/dock and bull pins clean and orderly.
- Empty trash containers at c-store, warehouse & shop.
- Prepares parcels for mailing.
- Maintain the vehicles and equipment.
- Maintains inventory records.

**Supervisory Responsibilities:** This position has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** High school diploma or general education degree (GED); or one to three months related experience and/or training or equivalent combination of education and experience.

**Language Skills:** Ability to read and comprehend simple instructions, short correspondence and memos. Ability to write routine reports and correspondence.

**Mathematical Skills:** Ability to add, subtract, multiply and divide using whole numbers, common, fractions and decimals. Ability to compute rate, ration, and percentages.

**Reasoning Ability:** Ability to apply commonsense understanding to carry out simple one or two-step instructions. Ability to deal with standardized situations with only occasional or no variables.

**Certificates, Licenses, Registrations:** Valid driver license.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to handle objects, tools or controls. The employee is frequently required to reach with hands and arms. The employee must frequently lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in high, precarious places and in outside weather conditions and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electrical shock. The noise level in the work environment is usually moderate. The temperature in the working environment can be extremely cold due to outside weather conditions.

**Disclaimer:** This job description, indicates that the general nature and level of work expected. It is not designed to cover every activity, duty or responsibility required of the employee.