



JOB SUMMARY

This person performs all aspects of warehouse including shipping, receiving and facility equipment maintenance and requirements. Will require more trucking and delivery time than warehouse time. Will work closely with the Plant Nutrition team to ensure a safe and successful season.

ESSENTIAL FUNCTIONS

Bulk Product Storage:

- Receive shipments into the proper storage tank in the tank farm.
- Responsible for preventive maintenance on filling equipment whether completed by AFS, Inc. employees or outside contractors either at the Rake location or branch locations.
- Responsible for agitation of products as needed.

Shipping and Receiving:

1. When trucks are schedule for deliveries or pickups, ensure the dock staging area is ready to accept freight or load freight out. Check the load's condition and report any problems to management. Count and compare to Bill of Lading before you sign to accept. Help drivers remember their load binders and pallet jacks.
2. Ensure mini-bulk tank information has been captured in scanning program on all bulk shipments.
3. Double count loads to ensure proper load count for outbound shipments.
4. Perform proper maintenance of mini-bulk tanks, pumps and meters.
5. All filling and pumping equipment must be cleaned and in working order before they are turned over to our customer.
6. Perform inventory count process as required by company management. Work closely with management on resolving any discrepancy issues.

Customer or Intercompany Delivery:

- In delivery, maintain a quality standard that reflects AFS, Inc.'s image.
- Perform daily maintenance on the delivery trucks and trailers. Work with the AFS mechanic to ensure long term maintenance on equipment is up to date.
- Keep up to date all driver logs and any other records required by DOT.
- Work with AFS agronomists and customers to schedule timely and accurate delivery.

Facility:

- Perform daily maintenance on all rolling stock, check all fluid levels, and tire pressure, the interior clean & neat and keep the outside washed and in good repair.

- Maintain a warehouse clean and free of debris and obstructions.
- Safely operate forklifts to eliminate/minimize inventory losses.
- Responsible for performing needed repairs, and preparing pumps, tanks and meters for the next season. Perform repairs on the building and other maintenance projects.
- Remove snow from doors and loading docks to provide a safe walkway for customers and truck drivers.
- Answer the phone when the office staff is gone or running short handed.

General:

- Will work closely with the Plant Nutrition manager and team to coordinate projects.
- Participate in monthly operations safety meetings.
- Safely operate all company equipment need while performing the job.
- Wear provided uniform and PPE required for each job performing.

JOB REQUIREMENTS AND QUALIFICATIONS

- High School Diploma or equivalency.
- Ability to monitor and track inventory information.
- Able to perform physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- Able to drive a forklift.
- Required Licenses:
 - Driver Licenses: Class A with Tanker and Hazards Materials endorsements.
 - Handler’s license may be required if loading Hazardous Materials.

GENERAL REQUIREMENTS OF AN AFS EMPLOYEE

- Act and dress appropriately and professionally.
- Adhere to ethical standards and confidentiality practices.
- Thoroughly read and understand the Employee Handbook. If I do not understand something in the handbook, I understand that it is my responsibility to ask questions.
- Focus decisions and actions based on AFS Mission and Vision Statements.
- At times AFS does work outside of normal business hours. Needs to be flexible to accommodate these extra hours in season.

I acknowledge that I have received a copy of this job description and have been given an opportunity to ask questions concerning the contents of this document. I further acknowledge I understand that this document will become part of my personnel file.

Signed

Date