

Job Description

Job Title: Inventory Control Intern

Status: Seasonal, Non-Exempt

Immediate Supervisor: VP of International Sales & Marketing

Job Summary: Accurately record straw being delivered into barns for inventory control and assist with barn duties.

Job Functions:

1. Clearly and accurately record either electronically or on paper forms the variety and quantity of all straw delivered and loaded into the barn
2. Create accurate barn maps indicating the placement of straw in the barn
3. Mark bales of straw with spray paint according to variety and field number, as directed
4. Prepare gravel barn floors for straw by laying protective plastic
5. Roll securement straps for truck drivers
6. Maintain confidential company information
7. Adhere to company safety guidelines and policies, performing job in a safe manner
8. Report safety concerns to the safety committee or supervisor
9. Work as a team player to assist coworkers, as needed
10. Other duties as assigned

Qualifications:

1. College student with emphasis in agricultural studies or business; a high school student may be considered if able to perform at the level required
2. Proficient in use of tablets, spreadsheets, email applications, and texting
3. Professional, clear, and courteous communication skills
4. Legible handwriting
5. High degree of accuracy when recording data and information
6. Ability to work independently and give direction to others
7. Valid Driver's License with reliable daily transportation; must be approved by company insurance to drive company vehicles

Physical Requirements:

1. Frequently move about in barns and outside, on even and uneven terrain
2. Frequently remain in sedentary position
3. Maneuver up to 50 pounds intermittently throughout the workday
4. Stoop, bend, squat, reach, twist frequently throughout the workday
5. Ascend and descend hay squeezes and other heavy equipment
6. Withstand hot and cold temperatures
7. Withstand barn environment containing dirt and straw dust in the air

This job description neither states nor implies that these are the only duties to be performed by this employee. He or she will be required to follow any other instructions and to perform any other duties requested by his or her supervisor or management.

Employee Name (printed)

Signature

Date