



Native Grass/Wildflower Mgr.

Location:	Downtown Location
Training Requirements:	On-going
Travel Required:	Minimal
Exempt/Non-exempt:	Non-exempt
Position Type:	Full-Time - Safety Sensitive Position
Reports to:	Director of Sales

SUMMARY

This position supervises and participates in the daily activities directly and indirectly related to the operations of the Native Grass/Wildflower warehouse. Responsible for effectively laying out work, sales, maintaining work schedules, maintaining equipment, providing instructions, coaching of employees, and ensuring all employees adhere to required safety regulations. This position will work closely with the Director of Production/Research.

DUTIES AND RESPONSIBILITIES

Perform a variety of tasks involving strenuous manual labor. Maintain a clean work site. Material handling, loading, and unloading of products. Coordinate and supervise the activities of the Warehouse Assistants to provide quality products and efficiencies in the warehouse. Responsible for providing and maintaining the quality of inventory. Provide direction and coaching to co-workers. Work closely with Inventory Control Specialist, Sales, and Operations Manager. Responsible for researching product pricing and availability. Responsible for sales, blending, condition, and inventory of Grasses and Flowers. Responsible for the maintenance and inspection of equipment and machinery. Utilize facilities, equipment and employees to provide efficiencies. Must be safety minded and promote safety in the workplace. Provide safety information, conduct safety meetings, and pre-shift meetings. Ability to utilize and manage storage space. Communicate orally and in writing. Evaluate processes, procedures, equipment, machinery, and employees to make recommendations.

QUALIFICATIONS

Possess problem solving skills and be resourceful to keep warehouse inventory organized. Ability to present information and answer questions. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to lift heavy objects. Ability to walk or stand for extended periods of time. Ability to climb as needed. Ability to work independently as well as a team. Outstanding customer service skills. Ability to prioritize and multitask in an ever changing environment. Ability to meet deadlines. Must have excellent communication and math skills. Ability to operate a forklift in a safe and efficient manner. Proven ability to lead and coach team members. Must possess good time management skills.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License

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EDUCATION AND/OR EXPERIENCE REQUIREMENTS

High School Diploma / GED or any combination of education and experience that demonstrates the knowledge and ability to perform the work

PREFERRED SKILLS

Ability and willingness to strive in communications, accuracy and efficiencies.

SUPERVISORY RESPONSIBILITIES

This position will have direct reports and will be responsible for the direction, safety, coaching, and training of those reports. This position will work closely with Inventory Control Specialist, all co-workers, warehouses, other locations, and the Operations Manager.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit/stand for long periods of time; use hands to hold, handle, or feel; talk and hear. Must be able to lift, push, pull or carry objects, use abdominal and lower back muscles to provide support over time without fatigue and to effectively jump, sprint or throw an object. The job requires eye, hand, arm, foot and leg dexterity and coordination. Excellent stamina is required. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit/stand; walk; and stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must not be allergic to grain or grain dust. The employee must regularly lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works near moving mechanical parts and may be required to work outside in various weather conditions and is regularly exposed to grain dust and other conditions requiring respiratory protection. The employee may be required to climb stairs and ladders and work in high places. The employee could be occasionally exposed to toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment may occasionally require the use of hearing protection. This job description in no way states or implies that these are the only duties to be performed by the employee in this position. Employee(s) will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments.

Employee

Signature _____

Date _____

