

## ASE Feed & Supply Job Description

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Version 1	<b>ASE Feed &amp; Supply Job Description</b>
Title	OFFICE ASSOCIATE PART TIME

### **QUALIFICATIONS**

Friendly attitude and good work ethic  
Basic phone and computer skills. Basic math skills, ability to count change.  
Lift 50 pounds at a time.

### **DRESS CODE**

Employees are permitted to wear work-place appropriate jeans/shorts and t-shirts free of holes. Unsoiled shoes are required, and hats are allowed.

### **ATTENDANCE POLICY**

Arrive each day in at designated time  
Submit time off requests to Stacy or Ken  
Call in advance of an unscheduled absence  
After 3 days of absence a doctor's note is required

### **SCHEDULE**

Monday-Thursday 1 p.m. to 6 p.m. (off Fridays)  
Saturday 8 a.m. to 2 p.m.

### **DUTIES**

Complete sales transactions, answer phones, answer customer questions  
Take feed orders and generate batch tickets  
Dry mop retail floor daily  
Clean bathrooms daily  
Bag bulk product as needed  
Unpack shipments/restock shelves/product labeling  
Update exemption forms  
Data entry  
Other tasks as assigned  
*Report to Ken or Stacy*  
*Know Emergency Action Assignment*  
*Follow personal and animal food hygienic practices while performing all job duties*

### **COMPENSATION**

The Office Associate will be paid \$10-16 hourly based on education and experience, and will receive their paycheck every two weeks by direct deposit.

***ASE Feed & Supply is an equal opportunity employer***