



# ASE Feed & Supply Job Description

WAREHOUSE/MILL/DELIVERY ASSOCIATE (Full time)

## QUALIFICATIONS

Minimum age of 18.

Friendly attitude and good work ethic.

Reliable transportation.

Lift 80 pounds at a time.

Valid driver's license; No more than 1 moving violation per year in the past 3 years/more than 1 accident in past 3 years.

Previous warehouse experience (not mandatory but preferred).

Organization skills.

## 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 at your scheduled time.

2 weeks of paid vacation is permitted yearly\* Submit time off requests to Stacy or Ken.

3 days paid time off (sick days/not scheduled) are permitted yearly.\*

Call in advance of an unscheduled absence.

After 2 days of absence a doctor's note is required.

Medical insurance is available after 60 days of employment (full time employees).

- One year of employment is required for paid vacation/sick leave (full time employees)

## DUTIES

Timely and efficient delivery and pick-up of bagged products, complete appropriate logs.

Warehouse duties:

Assisting customers with loading product

Bagged ingredient receiving and storage

Restocking retail space

Preparing orders for bag delivery

Sweeping/cleaning warehouse as needed

Assist in mill operations including bagged ingredient receiving and storage, blending rations, proper medication use, packaging product, and re-working feed when necessary.

Report to Ken or Stacy.

Know Emergency Action Assignment.

Follow personal and animal food hygienic practices while performing all job duties.

## COMPENSATION

The Warehouse Associate will be paid \$12-15 hourly based on education and experience, and will receive their paycheck every two weeks. Direct deposit is available upon request.

## BENEFITS

ASE employees that work over 25 hours weekly are eligible for health insurance through Anthem Blue Cross & Blue Shield. Aflac is also offered on a voluntary basis. A simple IRA is available with a 3 percent match after 90 days of employment.

*ASE Feed & Supply is an equal opportunity employer*



# ASE Feed & Supply Application for Employment

(Pre –employment questionnaire) (An Equal Opportunity Employer)

## PERSONAL INFORMATION

Date: \_\_\_\_\_

Name

Social Security #: \_\_\_\_\_

Last

First

Middle

Present Address

Street

City

State

Zip

Permanent Address

Street

City

State

Zip

Phone Number (Home)

(Cell)

Are you 18 years or older? (Circle) YES NO

Are you prevented from lawfully becoming employed in this country because of visa or immigration status? (Circle)

Yes

No

## EMPLOYMENT DESIRED

Position: **WAREHOUSE/Mill/DELIVERY ASSOCIATE** Date you can start : \_\_\_\_\_ Salary desired: \_\_\_\_\_

Are you employed currently?

Who is your present employer?

Have you ever applied to ASE Feed & Supply?

When?

Referred by:

EDUCATION	NAME/LOCATION OF SCHOOL	NUMBER YEARS ATTENDED	DID YOU GRADUATE	SUBJECTS STUDIED
High School				
College				
Trade/business/correspondence school				

**GENERAL**

Special skills:

Activities: (Civic, athletic, ect.)

Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color or nation of origin of its members

U.S. Military or Naval Service :

Rank:

Present membership in national guard or reserves:

Are you certified to drive a forklift? (Circle)	YES	NO
Do you have a Commercial Driver's License? (Circle)	YES	NO
Can you lift a minimum of 50 pounds? (Circle)	YES	NO
Would you be willing to take a pre-employment drug test?	YES	NO

**FORMER EMPLOYERS**

Date (Month/Year)	Name/Address of employer	Salary	Position	Reason for leaving	Phone Number
From: To:					
From: To:					
From: To:					

**REFERENCES:** Give the names of three people not related to you, whom you have known at least one year.

Name	Address	Phone Number	Business	Years Known

Incase of emergency notify:

Name	Address	Phone Number
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"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and, if I am employed, my employment may be terminated any time. In consideration of my employment, I agree to conform to ASE's rules & regulations, and I agree that my employment and compensation can be terminated, with or without cause , and with or without notice, at any time, at either my or ASE's option. I also understand and agree that the terms and conditions of my employment may be changed with or without cause, and with or without notice, at any time by ASE. I understand that no company representative, other than Ken Jewell, and then only when in writing and signed by Ken, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date: Signature: