



HOHL'S FARM SUPPLY, INC,
W11942 HWY 33
PORTAGE, WI 53901
608-356-3195

JOB DESCRIPTION: Retail Store & Mill Assistant **UPDATED:** September 2019

AREA OF RESPONSIBILITY: Greeting and assisting walk-in and phone customers, loading customer orders. Assist with inventory, stocking shelves, mixing and/or bagging feed, seed and fertilizers. Assist with all areas of the Mill/Warehouse, vendor assistance by using the scales to weigh shipments, and assisting with unloading trucks, cleaning and other duties, as assigned. Required to provide exceptional customer service in all aspects of the business. A team worker, willing to contribute to process improvement and business growth.

QUALIFICATIONS: Must have a high school diploma or equivalent. Customer service, minimal computer and cash register/handling experience with basic math skills, with and without a calculator, a must. Farm knowledge preferred. Must be able to lift and load 50 lbs.

INFORMATION TECHNOLOGY: This position requires some use of computer software applications.

DRIVING REQUIREMENT: None.

HOURS WORKED: Part time, day shift (between 8-5) with some Saturdays required (between 8-2).

NOTICE OF STRICT REGULATION: Hohl's Farm Supply, Inc. is a Smoke-Free environment. Smoking is Not permitted on the premise, on or off duty.

RESPONSIBLE TO: Office Manager for Retail Store and Owner for Mill/Warehouse