



ASE Feed & Supply Job Description

OFFICE ASSOCIATE

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 a timely manner

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

3 paid sick days are permitted yearly*

Call in advance of an unscheduled absence

After 3 days of absence a doctor's note is required

Medical insurance is available after 60 days of employment

* Six months of employment is required for paid vacation/sick leave

DUTIES

Report to Ken or Stacy

Know Emergency Action Assignment

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

Complete sales transactions, answer phones, answer customer questions

Take feed orders and generate batch tickets

Clean retail and office space as necessary

Bag bulk product as needed

Unpack shipments/restock shelves as needed

Update exemption forms

Data entry

File previous day's invoices and receipts

File vendor invoices

COMPENSATION

The Office Associate will be paid 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 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: OFFICE 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

“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: