

**Operations Associate- PT**

**Friday, Saturday, Sunday (Day shift)**

**Position Summary**

Johnny's is currently seeking Operations Associates for our Shipping department. The ideal candidate is self-motivated and has excellent organizational skills. This position is for day shift hours. This is a seasonal business and hours will vary during our busy season as well as the offseason.  Day hours are required as business dictates. Friday and Sunday during our “off season, May thru December”. During our peak season (December -May) it will include all three days.

**Responsibilities**

**Shipping Function May Include:**

* Locating material within Johnny's inventory systems.
* Gathering, scanning, and packing of seed and tool orders.
* Restacking of material, shrink-wrapping, and identification.
* Assisting cycle counters as needed with locating and weighing.
* Working per established work instructions and safety guidelines.
* Ability to operate Forklift (will certify)
* Cross Train in all aspects of operations associate duties
* Conducting, as necessary, any search to locate products lost within the system or locations.
* Additional responsibilities and tasks as required by the position.

**Shipping Functions May Include:**

* Assist in daily order shipments; by gathering, checking, packing, shipping, stocking, and other duties as needed.
* Assist in maintaining a balanced work area by setting a quick/accurate pace.
* Communicate problems or shortages to your Supervisor or Shipping Lead.
* Maintain a clean and safe work environment.
* Other tasks and responsibilities as needed or assigned.

**Education**

* High school diploma or GED required.

**Qualifications & Skills**

* Must be punctual and dependable.
* Ability to perform simple mathematical functions.
* Accuracy and attention to detail is required.
* Ability to operate pallet jacks.
* Ability to work unsupervised as well as with a team.
* Working in a safe and effective manner is required.
* Able to maintain a positive work atmosphere by acting and communicating in a positive and professional manner with internal and external customers.
* Ability to respect the core values of the company and comply with the company's policies and procedures.
* Ability to work and thrive in a fast-paced production environment.
* Be available for both weekend hours (Sunday) and overtime.
* Team focused and collaborative to achieve departmental and company goals.

**Physical Requirements**

* Ability to read, communicate, and work with numbers.
* Ability to bend, pull, push, and lift to 70 lbs. repetitively.
* Ability to climb stationary ladders.

**Benefits:**

**Paid Time off, Holidays, and Personal days**

**Premium shift differential for weekend shift**

Johnny’s Selected Seeds was established in 1973 by our Founder and Chairman, Rob Johnston, Jr. Today we are *100% Employee Owned*. Johnny’s mission is *Helping families, friends, and communities to feed one another by providing superior seeds, tools, information, and service*.

Johnny’s is renowned for our exceptional customer service offering seeds, tools, supplies and information to direct-market growers and avid home gardeners. We source, breed, trial, and sell outstanding selected varieties of vegetables, cut flowers, herbs, and farm seed, as well as thoughtfully designed tools and equipment. We take pride in the wealth of information and depth of experience we offer our customer base, nationwide and globally.

We are a strong, stable company focused on growth while still maintaining our small company feel and staying true to our roots. Beautiful Central Maine, where our research farm, warehouse, and offices are located, is the perfect launching point for an active, four season lifestyle. Geographically situated halfway between Maine’s mountains and its 4500-mile-long coastline, we’re a short drive away from resorts, parks, and harbors renowned for a rich diversity of recreational and cultural opportunities.

**If you are passionate about good, healthy food and would choose to work for a company with fellow co-owners who are passionate about our mission and values, Johnny’s may be the place for you!**

Johnny’s Selected Seeds is an equal opportunity employer and does not discriminate against otherwise qualified applicants on the basis of race, color, creed, religion, ancestry, age, sex, marital status, national origin, disability or handicap, or veteran status.