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Seasonal Part Time Career Job Posting

Job Title: Summer Yard / Office Assistant

Locations: Rio Creek & Luxemburg, Wisconsin

Employment Type: Part Time

Benefits: N/A

Salary: \$10/hour

Posted Date: 4/19/18

Closing Date: when filled

Job Description:

Primary Objective: Assist in yard upkeep and general office upkeep during the summer as well as other misc. tasks given by supervisor. Some of the tasks are detailed below.

Major Accountabilities:

- Cutting lawn, trimming as needed
- General cleaning
- Work on advertising promotions (example: parade floats)
- Learn and run the scale
- Misc, filing

Knowledge, Skills, Abilities:

- Must be able to drive with a valid driver's license
- Ability to safely handle lawnmower and weed eater.
- General computer knowledge (Microsoft products) and ability to quickly learn company software
- Ability to file numerically and alphabetically

Physical Requirements/Environmental Adaptability:

- The flexibility to bend, stretch, twist, or reach with your body, arms and/or legs. Some tasks may include repetitive motion.
- Agricultural environments may be undesirable at times including exposure to weather extremes, noise, dust, fumes, and strains from lifting and bending requirements.

Apply in person or send your application to ajbarta@riocreekfeedmill.com