



## **General Labor Team Member**

### Company Information

CYA Exchange, LLC is a live auction facility that holds livestock, miscellaneous and hay sales every Monday in Carrollton, Ohio. We are a family owned and operated company that believes customer service is our product. We strive to deliver professional, courteous, and seamless services to our clients and customers. We are team-oriented and require our staff family to work collaboratively and cooperatively.

### Job Description

The General Labor Team Member (GLTM) is responsible for physically preparing items to be sold same day as well as facilitating pick-up of items sold same day. The successful GLTM will enjoy working with the public in a fast-paced environment. This position requires physical work and will require lifting, bending, moving, etc. The GLTM must be able to stand for long periods of time. Most of the time is outside and/or in the elements of the weather without climate control. The work environment may be dusty or dirty at times. The ideal GLTM will be a friendly team player that has a passion for serving others while maintaining honesty, integrity, and reliability.

### Job Responsibilities

- Presents good company image.
- Greet sellers and check-in items to be sold.
- Records information accurately and legibly.
- Arrange outside space for sale.
- Arrange inside carts for sale.
- Greet and interact with bidders previewing items to be sold.
- Greet buyers and facilitate the pickup of items purchased.
- Maintain a safe working environment.
- Complete all daily work.
- Explicit attention to detail.
- Must work well autonomously and in a team environment.
- Maintain neat, organized inside and outside Miscellaneous Room area.
- Perform other duties as assigned.

### Important Position Details

- Live Public Auctions take place every Monday.
- Live Public Special Auctions take place on a scheduled basis.
- GLTM must be available during those times, with at least one week's notice.
- Flexibility and adaptability to the unknown is a must.
- Hours are not guaranteed and can vary based on the volume of the day's sales. Hours are typically 5-7 hours per sale day, with doors opening at 7:30 a.m.

## Qualifications

- Positive attitude is required
- Ability to read and write fluently is required
- Ability to follow instructions, written and verbal, is required
- Strong customer service skills are required
- Excellent communication and transparency with others are required
- Ability to solve unique problems or issues and take the initiative to get things done is strongly suggested
- Ability to multi-task is highly suggested
- Lift 30-50 pounds when necessary
- Climb a ladder when necessary
- Reliable transportation is required

## COVID-19 considerations

Mandatory mask wearing for all employees, independent contractors, and guests to the facility, temperature checks, continually disinfecting common areas and following social distancing practices must be enforced.

## Equal Employment Opportunity Statement

CYA Exchange, LLC is an equal opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. CYA Exchange, LLC makes hiring decisions based solely on qualifications, merit, and business needs at the time.