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## OFFICE POSITION

### I. Wages and Hours

- A. Starting pay is \$6.50 an hour. This is slightly negotiable based on job skills. Raises thereafter will be based on job performance.
- B. Full-time hours are from 8:00 am to 5:00 pm weekdays and occasionally you may be required to work ½ day on Saturday. You will have a half-hour off for lunch from 2:00 pm to 2:30 pm. During the busy seasons, work time after 5:00 pm may be required as well as a full day on Saturday. Part-time hours will be determined at time of hire.
- C. Since the government designates us as agricultural work, overtime (time and a half) is only paid on hours worked the 7<sup>th</sup> consecutive day.
- D. There are no preset break periods. You may take restroom or drink breaks as necessary.
- E. The work week runs from Monday through Sunday. Paychecks are distributed every Wednesday at 5:00 pm.

### II. Major Duties

- A. Answer telephone and provide customer service.
- B. Take orders and print corresponding documents.
- C. Accounts payable and account receivable duties.
- D. Run errands during lunch hour (bank, post office, etc.)
- E. Keep office clean (mopping, dusting, trash removal, etc.).

### III. Time Off

- A. If you are unable to come to work on a particular day (doctor's appt, etc.), report it to Amy Michael, office manager. A doctor's excuse is required and must be turned into the office.
- B. If you are sick and unable to come to work, you must call the office as soon after 7:30 am as possible.
- C. The following six holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas are paid according to our holiday policy.
- D. After one year of continuous service you will be eligible for one week of paid vacation according to our vacation policy.

### IV. Work Conditions

- A. Must have working knowledge of Microsoft Office (Excel, Outlook, and Word).
- B. Must have exceptional multi-tasking skills.
- C. Must be able to follow through with requests from multiple staff members.

### V. Requirements

- A. If you resign your position, before receiving your last paycheck, you must report to the office to fill out a resignation form.