



Position: High School Intern
Department: Admin
Reports To: Store Manager
Supervises: None
Job Group: Craft Workers
Exempt or Non-Exempt: Non-exempt

Job Description:

This internship experience offers students part time paid employment at a sponsoring dealership while attending high school. This program provides students interested in a career in the heavy equipment industry an opportunity to shadow and work within the parts, sales and service departments.

At RDO Equipment Co., we make decisions thoughtfully, balancing the impact on each of our stakeholders, and enact those decisions according to each of our core values. In this way, we find purpose in our work and pride in our purpose.

Specific Duties Include:

- Shadow, learn and assist technicians with repairs.
- Assist in the parts department and showroom.
- Assist with building and yard maintenance as well as cleaning equipment.
- Perform all other duties as assigned by management in a professional and efficient manner.
- Adhere to academic policies, rules and regulations set forth by the learning center the student is attending.
- Follow all safety rules and regulations while performing work assignments and adhere to all policies and procedures as specified in company manuals and as directed in the employee handbook.
- Conduct self in the presence of customers and community so as to present a professional image of RDO Equipment Co.
- Proactively seek and participate in available company-sponsored training, in an effort to develop and advance knowledge base and skill set.
- Participate in all company/location driven communication efforts, including open book meetings, huddles, department meetings and other related efforts.
- Maintain a positive and professional working relationship with peers, management, and support resources, with a constant commitment to teamwork and exemplary customer service.

Job Requirements:

- Must be at least 16 years of age to participate in the program.
- Consistently maintain acceptable attendance and demonstrate reliability throughout participation in the program.

- Demonstrate strong computer skills, including the ability to learn and effectively use company systems and software applications.
- Provide exceptional customer service by interacting professionally with internal and external customers.
- Communicate effectively through both verbal and written communication, with the ability to convey information clearly and professionally.
- Demonstrate strong organizational skills with the ability to prioritize tasks, manage time effectively, and maintain attention to detail in a fast-paced environment. Candidates must have valid work authorization and be able to work in the U.S. without company sponsorship.

Essential Job Functions:

Activity	Never	Occasionally	Frequently	Constantly
Hours Per Day	0 Hours	Up to 3 hours per day	3-6 hours per day	6-8+ hours
Sitting		X		
Walking				X
Standing				X
Bending (neck)			X	
Bending (waist)			X	
Squatting			X	
Climbing			X	
Kneeling		X		
Crawling		X		
Twisting (neck)		X		
Twisting (waist)		X		
Hand Use: Dominant Hand Right___ Left___			X	
Is repetitive use of hand required?			X	
Simple Grasping			X	
Power Grasping		X		
Fine Manipulation			X	
Pushing/Pulling			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)		X		
Lifting:				
0-10 lbs.			X	
11-25 lbs.			X	
26-50 lbs.		X		
51-75 lbs.		X		
76-100 lbs.	X			
Carrying:				
0-10 lbs.			X	

11-25 lbs.			X	
26-50 lbs.			X	
51-75 lbs.		X		
76-100 lbs.	X			
Driving cars, trucks, forklifts, other equipment			X	