

Cooperative Farmers Elevator

Position Description & Accountability

DATE: February 1, 2019

JOB TITLE: Grain Handler/General Laborer

REPORTS TO: Location Manager

DEPARTMENT: Grain

LOCATION: Alvord

CLASSIFICATION: Full time

Position Objective

To perform all aspects of grain handling, maintenance, and deliver bulk feed, fertilizer and chemicals to customers in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

Grain Handler/General Laborer

- Maintain grain quality
- Perform general housekeeping to maintain dust levels
- Perform maintenance and repairs to equipment
- Perform basic mechanical maintenance
- Measure and track grain inventory
- Perform basic grain handling; loading and unloading
- Ability to dump grain
- Assist with loading and unloading fertilizer
- Assist with fertilizer truck driving
- Complete and maintain driving and delivery records

Inform supervisor of outstanding conditions

- Inform your supervisor of potential problems or potential new business opportunities directly or indirectly related to your department

Safety and Compliance

Uphold cooperative policies

- Follow and comply with all laws and regulations both State and Federal
- Uphold all cooperative policies
- Attend all safety meetings, etc. held as required or scheduled in conjunction with Safety Director or location

Other Duties

Perform other duties as assigned by management

- Favorable feedback is received from all department managers when assigned to perform or assist with other duties and responsibilities in those departments
- Attitude consistently mirrors the company image and promotes fellow employee teamwork
- Present a professional image through words, actions and personal appearance
- Perform other duties as assigned by management

Basic Qualifications:

- High School Diploma, GED or equivalent combination of education and experience
- Class A CDL license (or must be able to obtain within 60 days)

- Ability to work long seasonal hours
- Ability to climb heights
- Excellent customer service skills

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand, sit, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee (Print & Sign): _____ *Date:* _____