

# **Cooperative Farmers Elevator**

## **Position Description & Accountability**

**DATE:** October 30, 2018

**DEPARTMENT:** Feed

**JOB TITLE:** Warehouse Coordinator

**LOCATION:** Ocheyedan, IA

**REPORTS TO:** Feed Mill Manager & Feed Mill Assistant Manager

**CLASSIFICATION:** Full time

### **Position Objective**

To keep the warehouse clean and in an organized working order while providing serve to the customer and optimizing 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.

#### **Warehouse Coordinator**

- Maintain and organize incoming and outgoing warehouse product
- Keep warehouse clean and free from excess dust accumulation
- Accurately track, measure and manage inventory
- Safely load and unload product
- Repair and maintain equipment as directed by management
- Perform schedule maintenance on equipment and maintain preventive maintenance schedule; daily, weekly, monthly
- Communicate to supervisor any major work that needs to be done on equipment
- Assist driving feed truck
- Assist in HACCP compliance activities
- Assist with bulk feed ingredients
- Conduct timely inventory as instructed by Feed Mill Supervisor

### **Reporting**

#### **Submit maintenance reports**

- Submit maintenance reports to Feed Mill Manager

#### **Inform supervisor of outstanding conditions**

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

### **Supervision**

There are no direct reports for this position. This position will work collaboratively with the Feed Mill Manager and Feed Mill Assistant Manager to ensure operational efficiency and productivity of the feed mill.

### **Maintenance**

- Maintenance involves maintaining property, facility, and equipment and proper documentation of maintenance
- Report any unsafe equipment or working conditions to your supervisor

#### **Follow regulations**

- Observe HACCP, FDA, OSHA, state, and federal safety regulations
- Maintain a valid commercial driver's license

### **Safety and Compliance**

#### **Uphold cooperative policies**

- Uphold all cooperative policies
- Attend employee 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

### **Basic Qualifications:**

- High School Diploma, GED or equivalent combination of education and experience
- General computer knowledge
- Class A CDL license (or must be able to obtain within 60 days)
- Ability to work long seasonal hours
- Ability to climb heights
- Ability to stand for long periods of time
- Detailed oriented to provide accurate and consistent work
- 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: \_\_\_\_\_*