

Cooperative Farmers Elevator

Position Description & Accountability

DATE: January 25, 2019

JOB TITLE: Warehouse Operator

REPORTS TO: Location Manager

Department: Agronomy

LOCATION: Doon

CLASSIFICATION: Full time

Position Objective

To effectively and efficiently operate the warehouse while providing goods and services to all customers and applicators in a safe and timely manner.

Warehouse Operator

- Monitor and track chemical inventory
- Load and unload bulk and package products
- Responsible for warehouse cleanliness and housekeeping
- Assist with spring fertilizer season by maintaining shuttles for chemicals, and loading and unloading trucks in the liquid fertilizer plant
- Perform chemical billing using the Oakland system
- Assist with fertilizer tendering during fall season
- Complete and maintain driving and delivery records
- Assist with maintenance and repairs
- Work around and/or handles hazardous materials
- Assist in the seed shed loading, unloading, and sorting seed

Safety and Compliance

Uphold cooperative policies

- Follow and comply with all laws and regulations established by the program (FDA)
- Uphold all cooperative policies
- Employee Right to Know meetings, etc. held as required or scheduled in conjunction with Safety Director

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
- Class A CDL license (or must be able to obtain within 60 days)
- Chemical Handlers license (or must be able to obtain within 60 days)
- Knowledge of chemicals and adjutants
- Ability to work long seasonal hours
- Detailed oriented to provide accurate and consistent work
- Excellent customer service skills
- Basic computer 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: _____