

GRAIN OPERATIONS PERSONNEL



Job Description

Location(s):			
Reports to:	Grain Operations Manager	Position Supervises:	Not applicable
Type of Position:	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time	<input checked="" type="checkbox"/> Hourly <input type="checkbox"/> Salary	<input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
Work Schedule:	Monday-Friday. Longer hours and weekends during grain harvest or as needed.		

JOB SUMMARY

Under the direction of the Grain Operations Manager, this position is responsible for elevator operations including grain handling, safety and maintenance, rolling stock and customer service.

ESSENTIAL JOB FUNCTIONS

- Responsible for grain handling including incoming, stored, and outgoing grain.
- Maintains the grain quality, blending and providing grain drying services.
- Responsible for the housekeeping generally involved with the handling of grain.
- Responsible for compliance with OSHA, state, and federal safety regulations and maintenance and professional appearance of equipment, rolling stock and facilities.
- Provides professional customer service that results in a pleasant experience for customers.
- Maintains a safe working environment and promotes safety amongst customers and employees.
- Adhere to company policy in regard to expenses, PTO, and vehicle usage reporting.

OTHER RESPONSIBILITIES

- Responsible for maintaining company equipment according to company standards.
- Performs related duties as assigned.
- Responsible for adhering to the company Employee Policy Manual.
- Exhibit a professional image and maintain a positive and respectful attitude.
- Exhibit regular and prompt attendance including but not limited to all required meetings and training programs.
- Work weekends, seasonal hours, holidays, on-call and overtime if needed.

POSITION QUALIFICATIONS

- Understanding and willingness to learn grain handling.
- Understanding and experience with mechanical diagnosis, service, repairs, maintenance, and upkeep of equipment and vehicles.
- Ability to work extended hours and on-call as business conditions warrant.

EDUCATION/EXPERIENCE

- Normally requires a high school diploma or G.E.D. and/or experience in a related agricultural field.

SKILLS & ABILITIES

- Preferred basic computer skills and the ability to use the computer to enhance grain handling.
- Proven ability to work independently and in a team-oriented environment.
- Proven computer skills and the ability to use the computer to enhance business processes.
- Demonstrate core competencies including business knowledge, collaboration, communication, customer focus, decision making and skill development.

CERTIFICATES & LICENSES

- Maintain a Class D License to drive company vehicles

PHYSICAL DEMANDS

Physical Abilities		Lift/Carry	
Stand	Frequently	10 lbs. or less	Frequently
Walk	Frequently	11-20 lbs.	Frequently
Sit	Frequently	21-50 lbs.	Occasionally
Handling/Fingering	Frequently	61-100 lbs.	Occasionally
Reach Outward	Frequently	Over 100 lbs.	Occasionally
Reach Above Shoulder	Frequently		
Climb	Frequently	Push/Pull	
Crawl	Occasionally	12 lbs. or less	Frequently
Squat or Kneel	Occasionally	13-25 lbs.	Frequently
Bend	Occasionally	26-40 lbs.	Occasionally
Driving	Occasionally	41-100 lbs.	Occasionally

WORK ENVIRONMENT

- Exposed to noise from grain probe, truck traffic, and elevator operation.
- Exposed to extreme weather conditions (hot, cold, wet, etc.)
- Exposed to grain dust.
- Will work at varying heights including climbs on grain bins, legs, etc.

REQUIRED SIGNATURES

Employment is considered "At Will" which means the employee or the company can terminate employment for any reason at any time, with or without notice. This job description is not a contract of employment and not a guarantee of continued employment. A performance evaluation will be administered annually addressing the above functions and requirements.

Applicant: _____

Date: _____

General Manager/Mgmt. Staff: _____

Date: _____