



"Passionately driving success in everything we do for our customers, employees, and communities."

DATE: April 23, 2021

JOB TITLE: Feed Mill Assistant Manager

REPORTS TO: Feed Mill Manager

DEPARTMENT: Feed

LOCATION: Ocheyedan, IA

CLASSIFICATION: Full-Time

Position Objective

To assist the feed mill manager, staff, operations, and efficiencies of the feed mill to ensure a quality product to the customers specified formulations and quality guidelines in a timely and professional manner.

Feed Mill Assistant Manager

- Ensure proper accounting and control for feed, drugs, and ingredients
- Track trace product with lot numbers, incoming and outgoing
- Assist maintaining inventory records
- Supervises the operation of computerized batch mixing and grinding equipment
- Supervise production during day shift and assist where needed
- Assist with truck repairs to make sure they are getting done timely
- Mix feed/pellet feed for delivery when needed
- Directs housekeeping duties to maintain a clean working environment
- Maintain maintenance on all milling equipment involved in feed production
- Learn to operate and run all aspects of the mill
- Responsible for providing direction to the night shift to ensure operational efficiencies

Safety and Compliance

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

Environmental Compliance

- Maintain environmental compliance which involves coordinating safety programs, developing safety procedures, assessing safety equipment and regulations, developing, and maintaining records, and representing the cooperative
- Uphold department Environmental, Safety & Compliance policies
- Uphold all cooperative policies
- Ensure that department facilities and equipment meet all federal, state, OSHA, and HACCP regulations
- Oversee facility compliance with Safety programs
- Employee safety meetings, etc. held as required or scheduled in conjunction with Safety Director or location
- Ensure that all employees are properly trained on the safe handling of all products sold by the cooperative. Also ensure that customers are properly informed of safe handling of the products sold by the cooperative

Integrity + Stability + Dedication + Forward-thinking + Team-oriented

Customer Service

- Service involves providing and promoting the service necessary to meet CFE's goals
- Maintain facilities, and equipment in excellent operating condition at all times
- Supervise quality control to assure maintenance of product specifications
- Work with Feed Mill Manager to make arrangements for coverage of duties in case of a planned absence, such as vacation, or an unplanned absence, such as illness
- Service customers in accordance to CFE's core values

Maintenance

- Maintenance involves maintaining property, facilities, and equipment and proper documentation of maintenance
- Maintain outstanding company image at all times; Company facilities, rolling stock, and personnel will demonstrate an image of professional and safe operation
- Ensure property, facilities, and equipment remain in good repair and appearance
- Report any unsafe equipment or working conditions to your supervisor

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
- Assist with other duties as assigned by management

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)
- Detailed oriented to provide accurate and consistent work
- Excellent customer service skills
- Ability to perform mathematical computations such as percentages, fractions, addition, subtraction, multiplication, and division quickly and accurately
- Work independently and as a team member

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): _____ Employee (Signature): _____ Date: _____