



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

DATE: September 27, 2021

JOB TITLE: Feed Mill Operator

REPORTS TO: Location Manager

DEPARTMENT: Feed

LOCATION: Hartley

CLASSIFICATION: Full-Time

Position Objective

To manufacture, inspect and deliver bulk feed 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.

Feed Mill Operator

- Measure, process bulk feed
- Measure and track inventory of feed ingredients in bulk bins
- Load feed trucks for delivery
- Maintain bulk and bag feed inventories
- Assist in HACCP compliance activities
- Help keep feed mill clean and free from excess dust accumulation
- Perform basic grain handling, loading, and unloading
- Perform maintenance and repairs to equipment
- Complete forklift operation training

Reporting

- Inform your supervisor of discrepancies in your reports as soon as you are aware of them
- Inform your supervisor of potential problems or potential new business opportunities directly or indirectly related to your department
- Report any unsafe equipment or working conditions to your supervisor
- Report any needed repairs or special maintenance to your supervisor immediately

Safety and Compliance

- 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
- Receive favorable feedback 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

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

Basic Qualifications:

- High School Diploma, GED or equivalent combination of education and experience
- General computer knowledge
- 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): _____ Employee (Signature): _____ Date: _____