

# **Cooperative Farmers Elevator**

## **Position Description & Accountability**

**DATE:** May 13, 2020

**DEPARTMENT:** Feed

**JOB TITLE:** Truck Driver, Day Shift

**LOCATION:** Ocheyedon, IA

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

**CLASSIFICATION:** Full time

### **Position Objective**

To 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.

### **Truck Driver, Day Shift**

Delivery involves making deliveries in the most efficient, economical manner possible.

- Deliver bulk feed to customers
- Pick up inventory from various suppliers & transfer product between locations
- Deliver inventory to be milled daily
- Load and unload truck, clean compartment after unloading as necessary to avoid contamination
- Learn and understand the customer's livestock operation well enough to avoid errors when making deliveries
- Unload product according to customers' requests
- Verify product listed on the ticket is loaded and delivered correctly

### **Reporting**

#### **Submit daily trip reports**

- Submit trip report to supervisor monthly
- Fill out trip report completely and accurately
- Inform your supervisor of discrepancies in your reports as soon as you are aware of them

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

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

### **Safety and Maintenance**

Safety and maintenance involves delivering orders safely, following regulations, and safely operating and maintaining the delivery vehicle.

#### **Deliver orders safely**

- Use extreme caution while driving in farmers' yards; drive slowly and watch for children, pets, animals, toys, flower beds, hedges, and lawns
- Watch for overhead wires when using augers
- Avoid damage to farmers' buildings, bins, or property when positioning for unloading
- Avoid spilling the product; clean up spillage that occurs
- Ensure bin doors and covers are closed when delivery is complete
- Observe and report any unusual activity, problems, and farmers' complaints to your supervisor

#### **Follow regulations**

- Observe HACCP, FDA, OSHA, state, and federal safety regulations
- Follow all company and regulatory agency safety policies
- Maintain a valid commercial driver's license

### **Operate delivery vehicle safely**

- Check lights and safety equipment daily
- Obey all traffic laws, including:
  - - driving within posted speed limits
  - - stopping and looking for traffic at all stop signs
- Drive defensively
- Report any unsafe equipment or working conditions to your supervisor
- Allow no riders who have not been approved by your supervisor

### **Maintain the delivery vehicle**

- Complete pre and post-trip inspection reports completely and accurately daily
- Submit pre and post-trip inspections reports to supervisor weekly
- Wash vehicle as weather and operating conditions require to maintain a clean vehicle
- Follow the regular vehicle maintenance schedule provided by your supervisor
- Report any needed repairs or special maintenance to your supervisor immediately

### **Other Duties**

The truck driver will uphold cooperative policies; perform other duties as assigned by management.

### **Uphold cooperative policies**

- Uphold all cooperative policies
- Attend all location safety meetings, etc. held as required or scheduled in conjunction with Safety Director or location

### **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)
- Ability to climb heights
- Ability to work long seasonal hours
- 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: \_\_\_\_\_*