



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

DATE: June 25, 2021

JOB TITLE: Warehouse Operator

REPORTS TO: Location Manager

DEPARTMENT: Agronomy/Grain

LOCATION: Larchwood, IA

CLASSIFICATION: Full-Time

Position Objective

To effectively and efficiently operate the chemical warehouse and assist with the dry fertilizer plant with deliveries to customers in a safe and timely 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.

Warehouse Operator

- Monitor, track, and order chemical inventory; to meet seasonal needs
- Load and unload bulk and package products
- Responsible for warehouse cleanliness and housekeeping
- Assist with fertilizer season by maintaining shuttles and pumps for chemicals, and loading/unloading trucks with dry and liquid products
- Perform chemical billing and intercompany transfers using the Oakland system
- Assist with fertilizer tendering during spring/fall seasons
- Complete and maintain driving and delivery records
- Perform basic mechanical maintenance and repairs
- Work around and/or handles hazardous materials
- Assist in the seed shed loading, unloading, sorting and delivery of seed
- Seasonally load and dump grain to support the grain operation at location

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

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

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

Other Duties

- Perform other duties as assigned by management
- Collaboratively work with location, departmental personnel
- Attitude consistently mirrors the company image and promotes fellow employee teamwork
- Present a professional image through words, actions, and personal appearance
- Collaboratively work with the Seed Sales and Business Development managers

Basic Qualifications:

- High School Diploma, GED or equivalent combination of education and experience
- Class A CDL license or must be able to obtain when required
- Chemical Handlers license or must be able to obtain when required
- Ability to work long seasonal hours
- Knowledge of chemicals and adjutants
- Excellent customer service skills
- Detailed oriented to provide accurate and consistent work
- Basic computer skills
- Ability to move self in different positions to accomplish tasks in various environments including tight and confined spaces

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: _____