

# **Cooperative Farmers Elevator**

## **Position Description & Accountability**

**DATE:** January 28, 2021

**JOB TITLE:** Warehouse Operator

**REPORTS TO:** Location Manager

**Department:** Agronomy

**LOCATION:** Ocheyedon, IA

**CLASSIFICATION:** Full time

### **Position Objective**

To effectively and efficiently operate the chemical warehouse and assist with the dry fertilizer plant and with deliveries while providing goods and services to all customers and applicators in a safe and timely manner.

#### **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 spring fertilizer season by maintaining shuttles for chemicals, and loading and unloading trucks in the dry fertilizer plant
- Perform chemical billing using the Oakland system
- Assist with fertilizer tendering during fall season
- 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, and sorting seed
- Perform inter-company product transfers in Oakland accurately

### **Safety and Compliance**

#### **Uphold cooperative policies**

- Follow and comply with all laws and regulations established by the program (FDA)
- Uphold all cooperative policies
- Attend all employee Right to Know meetings, etc. held as required or scheduled in conjunction with Safety Director

### **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

### **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)
- Chemical Handlers license (or must be able to obtain within 60 days)
- Knowledge of chemicals and adjutants
- Ability to work long seasonal hours
- Detailed oriented to provide accurate and consistent work
- Excellent customer service skills
- Basic computer 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: \_\_\_\_\_*