



# FRONTIER

COOPERATIVE

## Frontier Cooperative – Internship Program

Classification	Safety & Compliance Intern	Position Type	Internship
Division	People Engagement & Safety	OT status	Non-Exempt
Location	Waverly, Nebraska	Revised Date	September 2021
<b><i>CLASSIFICATION PURPOSE</i></b>			
<p>At Frontier Cooperative, our vision is “Leading the way to develop generational success.” Due to our unique structure, we benefit from having farmers as customers, employees, neighbors, family members, friends, board members, owners, and residents of the communities we serve. We feel that farmers and the cooperative system are special, and we strive to be the model for what the future of agricultural cooperatives looks like for future generations. We also feel it’s crucial to set the example for how to successfully bring multiple (vastly different) generations together, facilitating conversations, providing resources, promoting growth and advocating for change.</p> <p>That is a big vision. Where would an organization even start on something like that? It begins by creating opportunities, which is one of our Core Values at Frontier Cooperative. Our Internship Program is designed to do exactly that. It’s an opportunity for a student to learn and experience our business units and understand why each is necessary for Frontier to be successful.</p>			
<b><i>OPPORTUNITY</i></b>			
<p><b>Safety &amp; Compliance Internship Objective:</b> This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed. This job description is not intended to be all inclusive of qualifications, knowledge, skills, abilities, duties, responsibilities or working conditions associated with the position.</p> <p>To be successful as a Safety &amp; Compliance Intern, you will engage in variety of activities in a wide range of HR, safety and compliance areas. Under the mentorship of our People Engagement &amp; Safety Team, interns undertake projects directed at specific topics such as equipment safety, policies and procedures, environmental compliance, and training and education. Interns also work closely with multiple business units to provide safety and compliance support to day-to-day operations, assist in safety trainings to employees of SOP’s (standard operating procedures) and Lockout/Tagout, and help drive corrective actions.</p> <p>Safety and Compliance interns have a genuine passion for the health and safety of people, respect for our environment, an interest in agriculture, and a deep desire to learn and acquire knowledge and skills related to health, safety, and compliance. Part of this internship will include spending time at one or more Frontier Coop locations. While at a location, an intern will be trained and asked to assist in inspections and audits and learn how to issue various work permits. Interns may also perform grain scale duties by entering data into the company software for incoming/outgoing grain trucks and fertilizer tanks; performing grain probe tests for moisture levels; visually inspecting grain for foreign materials; and creating weigh tickets for drivers, customers, and the Grain Department.</p> <p>An internship at Frontier Cooperative will provide a full and realistic view of the work involved in a career in agriculture, specifically at a cooperative. Our program integrates learning and experiences with practical application and skill development in the workplace. All interns are provided with a mentor and opportunities in self leadership training and various workshops when available. All interns will identify a project to focus</p>			

on during their time at Frontier. Those projects will be presented in front of the Senior Leadership Team at one of their weekly meetings.

### **SKILLS, ABILITIES, AND QUALIFICATIONS**

- An interest in the Agricultural Industry
- Pursuing a degree in Business, Human Resources, Safety & Compliance, or an agriculture-related field
- Excellent communication skills (creative writing, polished verbal communication skills)
- Organizational skills, multi-tasking skills, ability to collaborate with a team, as well as work on projects solo
- General proficiency with computers, including Microsoft Office products
- A willingness to spend time learning about the cooperative system and each of the business units of Frontier Cooperative
- Flexibility to work outside of regular office hours if necessary or when possible
- The ability to work in a professional office environment
- Valid Driver's License and ability to travel within our business footprint
- Organizational and time management skills
- Analytical problem-solving skills
- Must be collaborative, results oriented and possess strong critical thinking skills.

### ***PHYSICAL DEMANDS***

These physical demands are representative of the physical requirements necessary for an intern to successfully perform the essential functions in the assigned business unit/role. Reasonable accommodation can be made to enable people with disabilities to perform the described essential functions. While performing the duties, an intern must have the ability to regularly use arms, hands, and fingers to handle, feel, reach, grasp, turn, lift, move, twist or bend. This position frequently requires the ability to sit for long period of time and occasionally stand, walk, balance, stoop, kneel, or crouch. Depending on the business unit, an intern may need to occasionally lift and/or move between 50 to 75 pounds, frequently lift and/or move between 10-50 pounds.

### ***WORK ENVIRONMENT***

While performing the responsibilities of the job, these work environment characteristics are representative of the environment the intern will encounter. Reasonable accommodations may be made to enable people with disabilities to perform the essential functions of the job. While performing the duties of this job, this position may be exposed to moving mechanic parts, dirt, dust, wet, dry, hot, and cold weather conditions. In addition, the intern may have the opportunity to observe work in high precarious places, closed in surroundings, and/or with fertilizers and chemicals. The noise level in the work environment is usually low to moderate levels.