

GRAIN OPERATIONS / TRUCK DRIVER

CLASSIFICATION: Full-Time

PURPOSE: Responsible for grain handling and transporting, loading and unloading grain, feed, feed ingredients, and merchandise as directed by management in a manner that results in outstanding customer service. Responsible for performing functions that may include maintenance of equipment, plant, rolling stock, operation of forklifts, loaders and other duties as required.

ROLE RESPONSIBILITIES: Grain operations/truck driver responsibilities involve delivery, sales, service, safety and maintenance, reporting, and other duties as assigned by management.

Grain operations/truck drivers will maintain a positive attitude that promotes teamwork within the cooperative and a favorable image of the cooperative.

Essential Duties & Responsibilities: may include, but not limited to, the following:

- Maintain a truck delivery routine to customers in a manner which will result in customer satisfaction.
- Notify supervisor of potential customers.
- Ensure no product or customer problems result due to your delivery or services.
- Take responsibility for good grain condition and monthly facility inspections as by OSHA inspection standards.
- Clean up grain spills promptly to avoid spoilage.
- Dump and receive producer's grain
- Maintain grain inventory moistures and temperatures of silos and tanks.
- Professional representation of the company through responsible driving.
- Ensure all pertinent and required documents are always in the vehicle.
- Perform and document daily truck/trailer inspections, keep equipment clean and follow regular maintenance schedules.
- Ensure daily truck log sheets are filled out properly and turning in daily.
- Ensure truck/trailer is properly cleaned out prior to loading of any product.
- Verify the correct product and product amount is loaded/unloaded and secured before leaving premises.
- Responsible for loading at legal DOT weight limits.
- Paperwork from point of origin and destination must be signed in a legible manner and turned in to the proper supervisor/location daily.
- Notify supervisor and aid in resolving customer complaints promptly.
- Report any unsafe equipment or working conditions to your supervisor.
- Use extreme caution while driving in customer properties; drive slowly and watch for children, pets, animals, toys, flower beds, hedges, and lawns and avoid damage to customers' buildings and property.
- Watch for overhead wires when using augers.
- Ensure bin doors and covers are closed when delivery is complete.

- Observe OSHA, state, and federal safety regulations and follow all company and regulatory agency safety policies.
- Develop operational knowledge to assist in other departments.
- Maintain a valid commercial driver's license.
- Ensure all product deliveries and services are promptly and accurately invoiced.
- Ensure all cash receipts are turned in daily and are accurate.
- Uphold all UFC's policies and perform other duties as assigned by management.

QUALIFICATIONS:

- Possess valid Class A CDL with endorsements, or willing to obtain quickly and a good driving record.
- Demonstrate strong customer service skills.
- Proven self-starter with the ability to learn cooperative guidelines and vision for growth.

POSITION OFFERS:

- Growing cooperative with excellent facilities and updated equipment.
- Competitive compensation with an excellent benefits package.
- Excellent retirement benefits package with pension plan.
- Training to enhance personal knowledge and job-related skills.

Disclaimer: This job description indicates the general nature and minimum level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee. The employee may be asked to perform other duties to the successful performance of the job.