Position Objective and Responsibilities

Job Title: Feed Mill Attendant

Reports To:

Lead in the Feed Mill

Position Objective

To manufacture, inspect, sell, and deliver feed and related products 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.

Position Responsibilities

The feed mill attendant's responsibilities involve operations, deliveries and pick-ups, sales and service, safety and maintenance, and other duties as assigned by management.

The feed mill attendant will maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

Operations

Operations involves assisting in the efficient operation of the mill and warehouse.

- 1. Assist with assigned local mix schedule and prepare mixes to specifications in a timely manner
- 2. Maintain equipment on a regular schedule to avoid breakdowns and anticipate and plan for major overhauls requiring shut-downs
- 3. Maintain quality of mixes above standards set by Land O' Lakes and the local mix program
- 4. Take ingredient, local mix, and customer mix samples and retain them for future reference
- 5. Account for each mix or other service provided by writing job, sales, or transfer tickets to ensure accurate inventory control
- 6. Receive inventory, store it, and keep it saleable
- 7. Report inventory items which should be placed on order
- 8. Prepare and file department records
- 9. Attend product training, merchandising, and cooperative meetings as requested
- 10. Sell feeding programs and other products and services

Deliveries and Pickups

Deliveries and pickups involve delivering and picking up orders as assigned.

- 1. Ensure sales tickets are made out prior to loading or delivery
- 2. Inspect all feeds as they are being loaded and unloaded
- 3. Verify all items listed on the work order or sales ticket are loaded and delivered
- 4. Provide the customer with an accurate sales ticket and collect payment if needed