

Position Objective and Responsibilities

Job Title: Agronomy Operations Attendant

Reports To: Agronomy Location Manager

Position Objective

To sell, manufacture, inspect and deliver agronomy 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 agronomy operations attendant's responsibilities involve plant and warehouse operations, deliveries, tender driving, sales and service, maintenance and safety, and other duties as assigned by management.

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

Agronomy Plant and Warehouse Operations

Agronomy plant and warehouse operations involve operating the plant and warehouse efficiently.

1. Assist with the assigned mix schedule and prepare mix to specifications on a timely basis
2. Maintain quality control above the standards set by Farmers Cooperative Elevator
3. Account for each mix or other service by writing job, sales, or transfer ticket to ensure accurate inventory control
4. Report inventory items which need to be ordered
5. Work in other divisions as required when requested by management

Delivery

Delivery involves efficiently delivering the product.

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

Sales and Service

Sales and service involves building sales through providing exceptional service.

1. Ensure sales tickets are completed prior to loading or delivery
2. Assist customers with loading
3. Respond to and report all customer complaints
4. Promptly and courteously greet customers with a friendly smile and a hello
5. Remember to thank customers for their business
6. Sell related items when appropriate to increase sales
7. Develop personal skills and knowledge on an ongoing basis
8. Attend product, merchandising, and cooperative meetings as assigned by your supervisor
9. Wear a clean FCE uniform and be personally neat

Maintenance and Safety

Safety and maintenance involves maintaining equipment and facilities, delivering bulk orders safely, following regulations, and safely operating and maintaining the delivery vehicle.

Maintain equipment and facilities

1. Maintain fertilizer plant's equipment and facilities regularly
2. Maintain housekeeping and sanitation standards in plant

Deliver bulk orders safely

1. Use extreme caution while driving in farmers' yards; drive slowly and watch for children, pets, animals, toys, flower beds, hedges, and lawns
2. Watch for overhead wires when using augers
3. Avoid damage to farmers' buildings, bins, or property when positioning for unloading
4. Avoid spilling the product; clean up spillage that occurs
5. Ensure bin doors and covers are closed when delivery is complete
6. Observe and report any unusual activity, problems, and farmers' complaints to your supervisor

Follow regulations

1. Observe OSHA, state, and federal safety regulations
2. Follow all company and regulatory agency safety policies
3. Maintain a valid commercial driver's license

Operate delivery vehicle safely

1. Check lights and safety equipment daily
2. Obey all traffic laws, including:
 - driving within posted speed limits
 - stopping and looking for traffic at all stop signs
3. Drive defensively
4. Report any unsafe equipment or working conditions to your supervisor
5. Allow no riders who have not been approved by your supervisor

Maintain the delivery vehicle

1. Wash vehicle as weather and operating conditions require to maintain a clean vehicle
2. Follow the regular vehicle maintenance schedule provided by your supervisor
3. Report any needed repairs or special maintenance to your supervisor immediately

Other Duties

The agronomy operations attendant will uphold cooperative policies, perform other duties as assigned by management, and will enforce and uphold the cooperative's credit policy.

Uphold cooperative policies

1. Uphold all cooperative policies

Perform other duties as assigned by management

1. Perform duties as requested by management

Enforce and uphold the cooperative's credit policy

1. Make credit terms known to all employees and customers
2. Do not charge to customers on COD
3. Do not extend credit to customers who have not been approved by the credit manager
4. Do not authorize customer charges that exceed set credit limits
5. Keep all personal accounts current

The above statements describe the general nature and level of work being performed by individuals assigned to this classification.

This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.

I have read this job description and understand what is expected of me:

Employee:

Name: _____ Date: _____

Signed: _____

Manager:

Name: _____ Date: _____

Signed: _____