

Primary Duties and Responsibilities:

- I. **General Duties** – including, but not be limited to the following:
 1. Multi-tasking grain handling and quality control – up to 60-70% of work load
 1. Grain drying, blending, and transferring
 2. Elevator Housekeeping
 3. Maintenance and Repairs
 4. Adhere to all grain handling safety procedures
 2. Grain Semi Driver as assigned – up to 20% of work load
 3. Assist in agronomy department as assigned – up to 20% of the work load
 4. Perform other duties not listed in this description as required by management.
- II. **Safety**
 1. Adhere to all company safety policies
 2. Maintain any company equipment used in the performance of your job in good physical and mechanical condition.
 3. Operate facilities and equipment in a safe manner and in compliance with all OSHA, state and federal regulations
 4. Communicate safe grain handling procedures to all customers
 5. Attend Right-to-Know, Safety, and anhydrous ammonia training as required.
- III. **Certification**
 1. Should attain and maintain a Handlers Certification from the State of Iowa
 2. Should attain and maintain Class "A" CDL with Haz Mat – Tanker - Air Brakes.
 3. Commercial Applicators core - Fumigation License (option A – B – C – 7C)
- IV. **Efficiency**
 1. Perform duties in an efficient manner so that excessive overtime is not required by yourself or others in the company
- V. **Other Duties**
 1. It is to be understood that you may be required to work at North Iowa Cooperative locations other than Portland or other job sites as required by management.
 2. Dependability - Positive attitude – Communication – Teamwork – Confidentiality
 1. 90-day Introductory Period