



Job Description

Position:	Feed Mill Attendant	Department:	Feed
Reports To:	Location Manager	FLSA Status:	Non-Exempt

Position Summary

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. Responsibilities involve operations, deliveries and pick-ups, sales and service, safety and maintenance, and other duties as assigned by management.

Essential Functions/Responsibilities

- Assist in the efficient operation of the assigned location; responsible for timeliness, accuracy, and quality in all aspects of the position duties
- Maintain and perform required housekeeping duties on equipment and facilities
- Receive, handle, and store inventory; responsible for inventory safety, quality and availability
- Establish and maintain effective customer relations by meeting or exceeding customer expectations; Contribute to positive company image at all times through excellent customer service and appearance
- Perform all duties in accordance with company policies and procedures and comply with all federal, state and local regulations

Non-Essential Functions/Responsibilities

- Performs other duties and responsibilities as requested by authorized personnel

Qualifications

Education/Training Requirements

- High school diploma or GED required

Experience Requirements

- One-year feed manufacturing experience preferred

Licensing Requirements

- Maintain a valid Class D driver's license

Skills/Abilities Requirements

- Ability to operate a forklift
- Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions.
- Ability to deal with problems involving a several concrete variables in standardized situations
- Ability to read, write, and comprehend simple instructions, short correspondence, and memos..
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Able to use computer equipment related to inventory, work orders, billing and on blending equipment
- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent

Physical Demands

Stationary Position	Must be able to maintain a stationary position for 6-8 hours while transporting or mixing feed.
Operate	Frequently operates a feed delivery truck, skid steer, fork lift or pallet jack.
Transporting	Frequently lift up to 100 pounds and move up to 3,000 pounds with a pallet jack
Reach	Able to reach over head occasionally
Positions self	Able to stoop, bend, kneel, crouch, crawl and squat occasionally
Ascend/Descend	Able to climb frequently into and out of feed trucks or grain/feed bins.
Communicate	This position frequently communicates with customers regarding feed delivery or feed production. Must be able to exchange accurate information in these situations.
Vision	Specific vision abilities required by this job include Close vision, Distance vision, Depth perception and Ability to adjust focus.
Exposed to	While performing the duties of this Job, the employee is regularly exposed to outdoor weather conditions. The employee is frequently exposed to fumes or airborne particles, such as dust. The employee is occasionally exposed to work near moving mechanical parts. The noise level in the work environment is usually moderate.

Acknowledgement

I have read and understand the job description for my position. I am able to perform all the essential functions for this position. I understand that management has the right to assign or reassign duties and responsibilities to this job at any time.

I agree to comply with the company handbook and all laws, rules, regulations and standards of conduct relating to my position. As an employee, I understand my duty to report any suspected violations of the law or standards of conduct to my immediate supervisor. I will strive to uphold the mission and vision of the organization.

Employee Signature

Date

Employee Name (Printed)