

Job title	<i>Feed Delivery Driver</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Feed Operations Manager</i>	Salary Range	<i>\$17.00-\$23.00</i>

About Pro Cooperative

Our Mission: Building lasting partnerships by being PROactive, PROgressive and PROfessional.

Our Vision: To provide premier services to every customer through personalized relationships, whole farm solutions, and advanced technical knowledge.

Our Core Values:

- *Trust* - working to earn TRUST every day, operating with reliability and integrity.
- *Service* – SERVING others with understanding, respect and care.
- *Fun* – having FUN building a Positive Team and Family Spirit while removing barriers and letting people do what they do best.
- *Safety* - Ensuring the SAFETY of our people; doing what’s best to create the safest environment now and for the future.

Job purpose

- The position of a Feed Delivery Driver is of great significance to Pro Cooperative.
 - A person in this position is responsible to operate the feed delivery truck to deliver bulk and bagged feed to customers and assist in feed manufacturing processes as assigned.

Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently. Basic requirements include, but are not limited to the following:

- Drives truck to deliver feed goods to customers.
- Load feed trucks per customer orders and follow established procedures to meet FDA Good Manufacturing Practices, Feed Quality, Assurance, and feed plant requirements.
- Take all necessary precautions to prevent contamination of feed products and deliver product to the correct location/bin.
- Inspect feed products while loading and unloading and immediately notify direct supervisor of any quality related situations.
- Communicate and coordinate feed deliveries with the appropriate personnel to maximize plant and truck utilization and efficiencies while meeting customer requirements.
- Perform pre-trip and post-trip inspections of delivery vehicle per DOT and Company requirements. Promptly report any equipment malfunctions to supervisor.
- Comply with DOT, FDA, OSHA and company safety programs, policies, regulations and rules.
- Drive and operate equipment in a manner so as not to harm the delivery vehicle, yourself, fellow workers, customers, customer’s property and the general public.
- Accurately complete and maintain records (Bulk Truck Delivery Records, Feed Production Records, DOT logs, Vehicle Inspection Reports, Fuel Tickets, IFTA reporting, maps, and other mill documents) in a neat and orderly manner.
- Maintain cleanliness and perform light maintenance of assigned delivery truck inside and out and exhibit an appropriate personal appearance to promote a positive and quality company image
- Complete training and attend meetings/workshops/seminars/continuing education appropriate to the position, as assigned and approved by direct supervisor.
- Inform direct supervisor of all relevant departmental issues in a timely manner.
- Perform all other duties as assigned by direct supervisor.

- Assist other locations as needed.
- Comply with Pro Cooperative policies, including Pro Cooperative’s safety policies.

Qualifications

Qualifications include:

- High School education or GED; or one to two months experience or training; or equivalent combination of education and experience.
- Class A CDL with required endorsements or able to obtain one and maintain current DOT physical.
- Maintain current license that apply to the position.
- Clean driving record with all applicable endorsements required.
- Available to work extended hours as needed.

Working conditions

Work inside an enclosed vehicle while driving and outdoors while loading and unloading. Regularly exposed to all weather conditions with exposure to noise, dust, fumes, and materials used in a grain elevator/feed mill which may include chemicals/ingredients. Often work while listening to loud or distracting sounds and noise levels.

Physical requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Must be able to continuously lift up to 10 lbs, frequently up to 50 lbs, and occasionally up to 100 lbs. In a normal work day, the employee may be required to sit 40% of the time, stand 50% of the time and walk 10% of the time. Employee must be able to continually be able to reach above shoulder level, occasionally climb/balance, push & pull, lift from low to high position as well as frequently bend, squat, & kneel.

Direct reports

None

Approved by:	
Date approved:	07/01/2019
Reviewed:	07/01/2019

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position. This document doesn’t constitute a contract of employment. Company may exercise its employment-at-will rights at any time.

Employee (Print & Sign): _____ Date: _____