

Job title	<i>Feed Mill Operator I</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Location Manager</i>	Salary Range	\$12.89-\$16.43

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 Mill Operator I is of great significance to Pro Cooperative.
 - A person in this position is responsible to assist feed mill operator in the operation of feed manufacturing equipment to mix and process ingredients to company specified formulations and quality guidelines and provide related customer services in a safe and effective manner.

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:

Assist in all aspects of the manufacturing of feed by assisting the feed mill operator in the following:

- operation of feed mill batching equipment, receiving and load out equipment, micro ingredient addition and grinding equipment.
- Maintain inventory at desired levels.
- Maintain equipment on a regular schedule to avoid breakdowns and anticipate and plan for major overhauls requiring shut-downs.
- Fulfill all reporting and record-keeping requirements.
- Follow standards of quality as outlined by Pro Cooperative and other manufacturing and regulatory controls.
- Take ingredient, local mix, and customer mix samples and retain them for future reference.
- Account for each mix or other service provided by writing job, sales, or transfer tickets to ensure accurate inventory control.
- Receive inventory, store it, and keep it saleable.
- Report inventory items which should be placed on order.
- Ensure sales tickets are made out prior to loading or delivery.
- Provide the customer with an accurate sales ticket and collect payment if needed.
- Verify all items listed on the work order or sales ticket are loaded and delivered.
- Perform housekeeping duties and maintain a clean working environment.
- Assist in maintenance of equipment.
- Follow all company and regulatory agency safety policies.

- 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 preferred.
- Available to work extended hours as needed.

Working conditions

TBD

Physical requirements

Must be able to frequently lift up to 50 lbs and occasionally lift up to 100 lbs. In a normal day, the employee may be required to sit 50% of the time, stand 30% of the time, and walk 20% of the time. Employee must be able to frequently bend, squat, kneel and occasionally climb/balance, push/pull, and lift from above shoulder level.

Direct reports

None

Approved by:	<i>Ofelia Rumbo/Human Resources Manager</i>
Date approved:	<i>01/17/2019</i>
Reviewed:	<i>01/17/2019</i>

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: _____