

Job title	<i>Feed Mill Operator II</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Feed Mill Manager</i>	Salary Range	\$17.12-\$22.46

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 II is of great significance to Pro Cooperative.
 - A person in this position is responsible to efficiently operate 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.

- Operate 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 years' 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 55 lbs and occasionally lift up to 100 lbs. In a normal work 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 high/low position.

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: _____