

Job title	<i>Grain Delivery Driver</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Full line: Location Manager Dotted line: Transportation Manager</i>	Salary Range	<i>\$14.45- \$19.55</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 Grain Delivery Driver is of great significance to Pro Cooperative.
 - A person in this position is responsible to operate the grain delivery truck to transport grain and other materials to and from specified destinations 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:

- Drives truck to destination.
- Maintains truck log, according to state and federal regulations.
- Maintains telephone or radio contact with supervisor to receive delivery instructions.
- Loads and unloads truck. Cleans compartment after unloading as necessary to avoid contamination.
- Inspects truck equipment and supplies such as tires, lights, brakes, gas, oil, and water.
- Inspect grain while loading and unloading and immediately notify direct supervisor of any quality related situations.
- Assists in maintaining inventory records, as well as other maintenance and housekeeping records in appropriate log books.
- Perform pre-trip and post-trip inspections of delivery vehicle per DOT and Company requirements. Promptly report any equipment malfunctions to supervisor.
- 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.
- Provides assistance tending to applicators.
- 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 years’ 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.
- Available to work extended hours when needed.

Working conditions

Work inside an enclosed vehicle while driving and outdoors while loading and unloading. Regularly are exposed to very hot or very cold temperatures. Often work while listening to loud or distracting sounds and noise levels. There’s a chance of being exposed to a dusty environment.

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 continually lift up to 10 lbs, frequently lift up to 50 lbs, and occasionally lift up to 100 lbs. In a normal work day, the employee may be required to sit 70% of the time, stand 10% of the time, and walk 20% of the time. Employee must be able to continuously reach above shoulder level, frequently bend, squat, kneel, and occasionally climb/balance, push/pull, and lift from high/low position.

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: _____