Job title	*Location Manager*	**Job Classification**	*Salary Exempt*
Reports to	*VP of Operations*	**Salary Range**	
Direct Reports	*Operations Workers; Grain Delivery Driver, Administrative Assistant, Propane Delivery Driver; Custom Applicator*	**EEOC Classification**	*First/Mid-Level Officials and Managers*

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 Location Manager is of great significance to Pro Cooperative.
    - A person in this position is responsible to direct, promote, and coordinate operations at the location 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.

Duties and responsibilities

These are the basic duties and responsibilities of the position and must be performed competently.

- Coach, Teach and Mentor employees to successfully accomplish assigned duties while promoting a culture of Safety and Accountability
- Assist in the hiring process and professional development of personnel at location
- Implement safety training for new employee orientation and other safety required programs
- Responsible for location counter, grain, and agronomy operations and associated personnel and all duties associated
- Ensure compliance of all Pro Cooperative grain, agronomy, petroleum, and feed policies and procedures
- Lead location operations personnel by example and assist production activities as necessary
- Cross train employees in all departments
- Conduct monthly safety meeting incorporating Pro Cooperative's Mission and Values
- Communicate activities, needs, and accomplishments with staff personnel and employees
- Establish goals based off business needs and professional development and communicate paths to success to al location employees
- Assist in managing P&L budget and manage location expense budget
- Ensure contractual safety compliance with all sub-contractors
- Responsible to enforce credit collection procedures as outlined by direct supervisor
- Maintain facility appearance and operational condition through by utilizing industry best practices and company operating procedures
- Identify opportunities within area to grow and maintain Pro Cooperative's market share
- Document and report accidents and near misses.
- Identify and evaluate hazardous conditions and practices at the location, conduct and coordinate on-site inspections to audit physical conditions and safe work practices
- Verify and code all invoices

- Manage customer expectations and contribute to a high level of customer satisfaction
- Supervise location operations and efficient distribution of farm supply products
- Safekeeping of location's physical product inventory and accurate accounting thereof
- Maintain location hours to meet seasonal demands
- Ensure consistent compliance with regulatory and quality assurance requirements
- Understand and maintain the professional image of Pro Cooperative
- Establish cohesive working relations with other Pro Cooperative employees, its patrons, and vendors to establish a positive work environment
- 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 all federal, state, and local regulations and Pro Cooperative's policies, including Pro Cooperative's safety policies

Minimum experience and qualifications

- This position requires a bachelor's degree (B. A.) from four-year College or university; or five to seven years related experience and/or training in leadership and operations; or equivalent combination of education in leadership and operational experience.
- USDA weighing & grading license & handlers license, if applicable to the location preferred.
- Minimum of five years of proven experience in a supervisory role.
- Possesses a valid state motor vehicle operator's license and a driving record that meets or exceeds Pro Cooperative driving guidelines.
- Possess strong communication, organization, and computer skills.
- Available to work extended hours when needed.

Physical demands

Physical activities typically performed while on this job.

ACTIVITY	FREQUENY	ACTIVITY	FREQUENCY
Bending/Stooping	Occasionally (1%-33%)	**Sitting**	Frequently (34%-66%)
Climbing-stairs, ladders, slope	Frequently (34%-66%)	**Standing**	Frequently (34%-66%)
Crawling	Occasionally (1%-33%)	**Twisting**	Frequently (34%-66%)
Grasping/Handling	Constantly (67%-100%)	**Walking**	Frequently (34%-66%)
Kneeling	Occasionally (1%-33%)	**Balancing**	Occasionally (1%-33%)
Neck Flexion/Extension	Constantly (67%-100%)	**Squatting**	Occasionally (1%-33%)
Reaching Forward	Constantly (67%-100%)	**Change of Position**	Frequently (34%-66%)
Reaching Overhead	Occasionally (1%-33%)	**In/Out of Machine**	Frequently (34%-66%)

Physical effort

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENY	PUSHING/PULLING	FREQUENCY
1 – 10 lbs.	Frequently (34%-66%)	**1 – 10 lbs.**	Frequently (34%-66%)
11 – 20 lbs.	Frequently (34%-66%)	**11 – 20 lbs.**	Frequently (34%-66%)
21 – 50 lbs.	Frequently (34%-66%)	**21 – 50 lbs.**	Occasionally (1%-33%)
51 – 100 lbs.	Occasionally (1%-33%)	**51 – 100 lbs.**	Occasionally (1%-33%)
100+ lbs.	Occasionally (1%-33%)	**100+ lbs.**	Occasionally (1%-33%)

Working conditions

Work conditions typically encountered on this job.

CONDITION	FREQUENY	CONDITION	FREQUENCY
Dust	Frequently (34%-66%)	**Chemical Agents**	Frequently (34%-66%)
Excessive Heat	Frequently (34%-66%)	**Fumes, Odors**	Frequently (34%-66%)
Excessive Cold	Frequently (34%-66%)	**Solvents, Petroleum Products**	Occasionally (1%-33%)

Noise	Frequently (34%-66%)	**Others Specify:**	N/A
Vibration	Occasionally (1%-33%)	**Others Specify:**	N/A

Job specific conditions/demands

Job specific conditions/demands typically encountered on this job.

CONDITIONS/DEMANDS	FREQUENY	CONDITIONS/DEMANDS	FREQUENCY
Driving – Vehicle/Equipment	Frequently (34%-66%)	**Power Tools/Equipment**	Frequently (34%-66%)
Indoors	Frequently (34%-66%)	**Hearing**	Frequently (34%-66%)
Outdoors	Frequently (34%-66%)	**Talking**	Frequently (34%-66%)

Approved by:	*VP of Operations*
Date reviewed:	*01/10/2022*

Employee signature constitutes employee's understanding of the requirements and essential functions of the position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. This job description is subject to change at any time and doesn't constitute a contract of employment. Company may exercise its employment-at-will rights at any time.

Employee (Print Name & Sign): _____*Date:* _____