

Job title	<i>Ayrshire Location Manager</i>	Job Classification	<i>Salary Exempt</i>
Reports to	<i>VP of Operations</i>	Salary Range	
Direct Reports	<i>Feed Delivery Driver; Feed Mill Operator</i>	EEOC Classification	<i>First/Mid-Level Officials and Managers</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 Location Manager is of great significance to Pro Cooperative.
 - A person in this position is responsible to oversee the daily production of feed and receipt of ingredients, as well as supervising, training and scheduling all personnel at 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.

- Supervise feed mill and grain operations and the timely delivery of feed orders
- Establish or adjust work procedures and ensure proper personnel is available to meet production schedules
- Motivate, demonstrate, train and lead employees to meet job responsibilities while promoting a culture of safety.
- Responsible for the hiring and developing of all personnel at location.
- Implement safety training for new employee orientation and other safety required programs.
- Lead by example and assist production activities as necessary
- Communicate activities, needs, and accomplishments with all employees.
- Establish and communicate all locations goals and objectives with location employees.
- Maintain facility appearance and operational condition through establishing good housekeeping and maintenance plans.
- Identify opportunities within area to grow Pro Cooperative market share.
- Identify and evaluate hazardous conditions and practices at location, conduct and coordinate on-site inspections to audit physical conditions and safe work practices.
- Manage customer expectations and contribute to a high level of customer satisfaction.
- Responsible for the safekeeping of location’s physical product inventory and accurate accounting thereof.
- Assist in the managing of labor and variable expenses in the location’s cost of operations.
- Ensure consistent compliance with regulatory and quality assurance requirements.
- Follow standards of quality as outlined by Pro Cooperative and other manufacturing and regulatory controls.
- Interfaces with others in the organization to ensure customer deadlines are met.
- Analyzes and resolves work problems or assists workers in solving work problems.
- 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

- Associate's degree (A. A.) or equivalent from two-year College or technical school; or High school diploma or general education degree (GED) and three to six years related experience and/or training.
- 3 or more years of supervisory experience preferred
- FSMA & HACCP certified or willing to obtain
- Class A CDL with required endorsements or able to obtain one and maintain current DOT physical.
- Available to work extended hours when needed.

Physical demands

Physical activities typically performed while on this job.

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
Bending/Stooping	Frequently (34%-66%)	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	Frequently (34%-66%)	Walking	Frequently (34%-66%)
Kneeling	Occasionally (1%-33%)	Balancing	Occasionally (1%-33%)
Neck Flexion/Extension	Frequently (34%-66%)	Squatting	Occasionally (1%-33%)
Reaching Forward	Frequently (34%-66%)	Change of Position	Frequently (34%-66%)
Reaching Overhead	Frequently (34%-66%)	In/Out of Machine	Occasionally (1%-33%)

Physical effort

Physical effort typically applied while performing this job.

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

Working conditions

Work conditions typically encountered on this job.

CONDITION	FREQUENCY	CONDITION	FREQUENCY
Dust	Constantly (67%-100%)	Chemical Agents	Occasionally (1%-33%)
Excessive Heat	Constantly (67%-100%)	Fumes, Odors	Occasionally (1%-33%)
Excessive Cold	Occasionally (1%-33%)	Solvents, Petroleum Products	Occasionally (1%-33%)
Noise	Constantly (67%-100%)	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	FREQUENCY	CONDITIONS/DEMANDS	FREQUENCY
Driving – Vehicle/Equipment	Frequently (34%-66%)	Power Tools/Equipment	Frequently (34%-66%)
Indoors	Constantly (67%-100%)	Hearing	Frequently (34%-66%)
Outdoors	Frequently (34%-66%)	Talking	Frequently (34%-66%)

Approved by:	
Date reviewed:	

Employee signature below 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: _____