

Job title	<i>Feed Mill Operator I</i>	Job Classification	<i>Hourly Non-exempt</i>
Reports to	<i>Feed Mill Manager</i>	Salary Range	
Direct Reports	<i>N/A</i>	EEOC Classification	<i>Operatives</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 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.

- 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.
- 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

- 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.
- Possess proficient understanding of mathematics and a high attention to detail.
- Available to work extended hours as needed.

Physical demands

Physical activities typically performed while on this job.

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

Physical effort

Physical effort typically applied while performing this job.

LIFT/CARRYING	FREQUENCY	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.	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	Frequently (34%-66%)
Excessive Cold	Frequently (34%-66%)	Solvents, Petroleum Products	Occasionally (1%-33%)
Noise	Constantly (67%-100%)	Others Specify:	N/A
Vibration	Frequently (34%-66%)	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	Occasionally (1%-33%)	Power Tools/Equipment	Occasionally (1%-33%)
Indoors	Constantly (67%-100%)	Hearing	Frequently (34%-66%)
Outdoors	Occasionally (1%-33%)	Talking	Frequently (34%-66%)

Approved by:	<i>Human Resources Manager</i>
Date reviewed:	<i>03/02/2023</i>

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: _____