

Job title	<i>Grain Manager</i>	Job Classification	<i>Salary exempt</i>
Reports to	<i>Chief Executive Officer</i>	Salary Range	
Direct Reports	<i>Grain Merchandising Manager, Grain Originator</i>	EEOC Classification	<i>Executive/Senior 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 the Grain Manager is of great significance to Pro Cooperative.
 - A person in this position is responsible to direct, promote, and coordinate the grain department and grain operations. This person will provide leadership and supervision in grain management, marketing, profitability, sales, purchasing, inventory, pricing, and customer service.
 - The Grain Manager will direct, promote, and coordinate the department in a manner that will optimize Pro Cooperative's market share and profits, improve Pro Cooperative's efficiency, help achieve Pro 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.

- Establish and achieve department profitability and sales goals by increasing the department's market share through regular sales efforts.
- Manage the grain team to achieve business plans, revenue, and profit and market targets.
- Keeps accurate inventory of all grain.
- Maintain communication concerning grain quality and available inventory.
- Identify and grow new business.
- Develop and execute long term and annual strategic plans for the grain division while working with the entire leadership team to lead the direction of Pro Cooperative.
- Effectively manage grain division locations to drive profitability.
- Supervision involves establishing and communicating department goals and results to employees, staffing the division, and delegating the workload, actively supporting employee growth and upholding company policies.
- Responsible for merchandising Pro Cooperative's cash grain position for all facilities for all commodities.
- Responsible for Pro Cooperative's hedging activities and to assure compliance with company policies
- Support execution of sold grain contracts through ongoing communication with the Dispatcher regarding contract commitments, grain inventory levels, and remaining contract quantities across all locations.
- Expected to be involved with the month end account procedures: inventory valuations, freight valuations, contract review, etc.
- Make recommendations and assist in improvements and capital expenditures for the grain department to ensure facilities and equipment remain in good repair and appearance.
- Establish competitive prices for products and services while still meeting the grain department's sales and financial objectives.
- Ability to work as a member of a team with the other division and location managers.

- Interact with other managers to provide consultative support to planning initiatives that promotes teamwork within the cooperative and a favorable image.
- Working closely with VP of operations on cross-divisional staffing and asset utilization.
- Responsible for grain division P&L
- Attend and represent Pro Cooperative sponsored events and industry events to represent Pro Cooperative and gain insights to drive the company's success.
- Ensure that grain department facilities and equipment comply with local, state and federal reporting requirements.
- Assure and delegate proper grain storage and condition, efficient operation of grain facilities and proper blending procedures are used to assure quality grain specifications.
- Coordinate the use of company-owned and grain bank grain with feed department manager.
- Provide marketing information to customers and coordinate purchases, receiving, sampling, grading and shipping of grain.
- Develop and maintain a system for monitoring and controlling inventory levels that results in minimum shrinkage and maintains inventory turn goals.
- 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.

Experience and Qualifications:

- Computer proficiency in Microsoft Office software and the Internet.
- Bachelor's degree in Agriculture or equivalent vocational school training.
- 5 years of experience in grain management/grain merchandising and/or ag retail management with proven record of progressive growth.
- Series III Commodity Brokers License and other appropriate licenses or certifications, or the ability to obtain.
- Supervisory experience preferred.
- Knowledge of areas market dynamics including competitors, partners, and grower needs.
- Able to meet deadlines, achieve objectives, manage confidential information, and work cooperatively in groups.
- Excellent organizational skills and ability to multi-task.
- Excellent coaching and team building skills.
- Proven professional communication, presentation, persuasion, and customer service skills.
- Previous knowledge of cooperative philosophies and principles preferred.
- Possesses a valid state motor vehicle operator's license and a driving record that meets or exceeds Pro Cooperative driving guidelines.

Physical demands and Requirements

ACTIVITY	FREQUENCY	ACTIVITY	FREQUENCY
Bending/Stooping	Occasionally (1%-33%)	Sitting	Constantly (67%-100%)
Climbing-stairs, ladders, slope	Occasionally (1%-33%)	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	Frequently (34%-66%)	Squatting	Occasionally (1%-33%)
Reaching Forward	Constantly (67%-100%)	Change of Position	Occasionally (1%-33%)
Reaching Overhead	Occasionally (1%-33%)	In/Out of Machine	Occasionally (1%-33%)

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

CONDITION	FREQUENCY	CONDITION	FREQUENCY
Dust	Occasionally (1%-33%)	Chemical Agents	Occasionally (1%-33%)
Excessive Heat	Occasionally (1%-33%)	Fumes, Odors	Occasionally (1%-33%)
Excessive Cold	Occasionally (1%-33%)	Solvents, Petroleum Products	Occasionally (1%-33%)
Noise	Occasionally (1%-33%)	Others Specify:	N/A
Vibration	Occasionally (1%-33%)	Others Specify:	N/A

Approved by:	<i>Human Resource Manager</i>
Date reviewed:	<i>06/23/2026</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: _____