

Agri Trails Coop

Job Description

Job Title: General Elevator / Feed Truck Driver

Department: Grain/Feed

FLSA Status: Non-Exempt

Reports To: Location Manager

Date: February 23, 2021

Summary This position is responsible for handling and conditioning grain and/or feed. This position will perform routine maintenance and housekeeping in the elevator, as well as other handling equipment. This position will be responsible for delivering feed as needed for multiple locations.

Essential Duties and Responsibilities

- Operate all elevator loading, unloading and drying equipment.
- Load and unload grain into trucks for transport.
- Receive grain from producers.
- Weigh, probe, test and grade grain in trucks.
- Assist in the loading and unloading of feed.
- Assists with all necessary preventive maintenance.
- Sweeps and cleans warehouse floors/grain elevator.
- Presents a professional, positive image to customers and co-workers at all times.
- Inspects all feed for quality standards as the primary point of contact for our customers.
- Delivers feed in bulk or bag in a timely manner.
- Completes all required documentation and paperwork.
- Performs daily pre/post trip inspections of vehicles and/or trailers and reports findings to supervisor when appropriate.
- Maintains feed truck in excellent working condition and appearance.
- Attends safety and job skills training as requested by management.
- Complete safety reports and other required records.
- Operates powered equipment, i.e. skid loader, forklift, etc.
- Performs all other duties assigned by Location Manager.

Competencies:

- Action Oriented (takes initiative)
- Job Knowledge
- Communication Skills
- Problem Solving
- Customer Service

Work Environment

The performance of this position will include regular exposure to dust, loud noise, extreme heat and cold, and agricultural chemicals which may require the use of personal protective equipment. The position is also exposed to moving machinery and other powered equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to stand, walk and sit. The employee must be able to work extended hours when required by the seasonal nature of this job. The employee must regularly lift and/or move objects weighing up to 50 pounds and occasionally lift and/or move objects weighing up to 100 pounds. Employee must be able to climb ladders and enter or exit confined spaces, following the guidelines set forth by OSHA. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Position Type / Expected Hours of Work

This is a full-time position. Days and standard work hours are Monday through Friday, 8am – 5pm, and Saturday, 8am – 12pm.

Required Education and Experience

High School diploma or General Education Degree (GED).

One to three months related experience and/or training.

Equivalent combination of education and experience.

Language Skills

Ability to read and interpret document such as policies, instructions, procedural manuals, and safety rules. Ability to write basic reports and correspondence. Ability to speak and listen to employees, customers and the general public.

Mathematical Skills

Ability to calculate figures and amounts using addition, subtraction and multiplication. Ability to apply concepts of basic mathematics.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Additional Eligibility Qualifications

CDL License

Other Duties

This job description is not designed to cover or contain a comprehensive list of activities, duties or responsibilities that are required of an employee for this position. Duties, responsibilities and activities may change at any time with or without notice.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____