

Agri Trails Coop

Job Description

Job Title: Harvest Help - Outside (Seasonal)

Department: Grain/Feed

FLSA Status: Non-Exempt

Reports To: Location Manager

Date: 8.30.2024

Summary This position is responsible for providing assistance to the customer base during the harvest season.

Essential Duties and Responsibilities

- Provide excellent customer service.
- 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.
- Operate truck dump.
- Assist in the manufacture, sacking, loading and unloading of feed, seed or fertilizer.
- Assist with scales.
- Perform routine housekeeping and maintenance functions inside and outside the facility.
- Abides by all company policies and practices.
- Complies with all safety policies and procedures.
- Work effectively as a member of a team.
- Performs all other duties assigned by Location Manager.

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 as required by the seasonal nature of this job. The employee must regularly 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 seasonal part-time position. Days and standard work hours are Monday through Friday, 8am – 5pm, and Saturday, 8am – 12pm. Extended hours are expected during peak harvest seasons.

Required Qualifications

- 18 years or older, unless approved by management.
- Work a varied schedule.
- Dependable.
- Communicates well.
- Follows direction.
- Willing to work weekends.

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.

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:_____