



AGRI TRAILS COOP JOB POSTING Internal & External

FROM: Darel Anderson

DATE: 3/18/2026

RE: OPEN POSITION – Harvest Help – Office - SEASONAL

REPORTS TO: Location Manager

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 truck scales.
- Weigh, sample and test various commodities.
- Operate truck dump.
- Answering incoming calls and routing callers to appropriate ATC staff.
- Assist with scales.
- Perform routine housekeeping functions.
- 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.

Required Education and Experience

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

**Equivalent Combination of education/experience will be considered.*

If you are interested in applying for this position, please e-mail your resume to lsutton@agritrails.com. If you have any questions, please call Lisa at 785-366-7213.