

Cooperative Farmers Elevator

Position Description & Accountability

DATE: March 15, 2016

DEPARTMENT: Feed/Grain

JOB TITLE: Truck Driver/Grain Handler

LOCATION: Larchwood, IA

REPORTS TO: Location Manager

CLASSIFICATION: Full time

Position Objective

To perform all aspects of grain handling, maintenance, and deliver bulk feed, fertilizer and chemicals to customers in a safe and timely manner.

Truck Driver/Grain Operator

- Deliver bulk feed per customer orders
- Learns and understands the customer's livestock operation well enough to avoid errors when making deliveries
- Complete and maintain driving and delivery records
- Provides assistance backing up the feed mill operator
- Assists in HACCP compliance activities
- Measure and track grain inventory
- Assist with loading and delivering fertilizer and/or chemicals
- Perform basic grain handling; loading and unloading

Safety and Compliance

Uphold cooperative policies

- Follow and comply with all laws and regulations established by the program (FDA)
- Uphold all cooperative policies
- Employee Right to Know meetings, etc. held as required or scheduled in conjunction with Safety Director

Other Duties

Perform other duties as assigned by management

- Favorable feedback is received from all department managers when assigned to perform or assist with other duties and responsibilities in those departments
- Attitude consistently mirrors the company image and promotes fellow employee teamwork
- Present a professional image through words, actions and personal appearance

Basic Qualifications:

- High School Diploma, GED or equivalent combination of education and experience
- Class A CDL license (or must be able to obtain within 30 days)
- Ability to work long seasonal hours
- Detailed oriented to provide accurate and consistent work
- Excellent customer service skills

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee is frequently required to walk and reach with hands and arms. The employee is occasionally required to stand, sit, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee (Print & Sign): _____ *Date:* _____