

Employer Information

Organization Name: Five Star Cooperative

About Our Organization: Five Star Cooperative is an agricultural cooperative providing agricultural products and services to its member owners and customers.

Job Description

Job Title: Burchinal Operations Manager

Hours/Week: 45 hours per week with more hours required as needed

FLSA Status: Salary Exempt

Reports To: COO

Job Objective:

This position is responsible for management of all grain and agronomy operations/activities at Five Star Cooperative's Burchinal location. Responsible for servicing customers, maintaining existing customer's business, and obtaining new customer's business. Be a resource for customers to come to for industry information. Supervises all operations employees to achieve the objectives needed. Responsible for inventory control of all products/commodities for proper quantity and quality. This person will attend management meetings/trainings as directed; and works to achieve the objectives of the cooperative.

This position will maintain a positive attitude that promotes team work within the accounting department, as well as within the cooperative and upholds a favorable image of Five Star Cooperative at all times.

Qualifications:

Education—High school diploma or equivalent; fluent reading, writing, and speaking the English language

License, Certificate or Registration: Valid Driver's License, Grain Grading

Basic Skills—Speaking, Writing, Reading Comprehension, Listening, Monitoring, Judgment and Decision Making, Time Management

Job Summary and Primary Duties:

- Determines work tasks that need to be completed and instructs employees to complete needed tasks in a safe manner.
- Actively works to acquire new customer's business and maintain existing customer base.
- Gives input and suggestions for location repairs and improvements.
- Evaluates and manages location staffing needs.
- Assures preventative maintenance is completed on time and up to industry and corporate standards.
- Reviews and interprets location profit and loss monthly to assure location expenses and goals are being met.
- Promotes the co-op by maintaining a positive image and attitude; is always friendly, courteous, and helpful.
- Maintains a clean, neat, well maintained location appearance both inside and out.

- Maintenance and repair of all facilities, equipment, and vehicles. Assures operation of equipment is done safely; and in a manner to assure equipment/vehicles is/are operated under ideal conditions (not recklessly).
- Maintains good working relationship with customer and employees.
- Exhibits integrity and professional attitude.
- Managing all operations personnel at assigned location; including assisting with hiring, performance reviews, disciplinary action, training, coaching, and rewarding employees (within company guidelines).
- Maintains control of all inventory products/commodities both in quantity and quality.
- Follows regulatory guidelines for all areas.
- Continually upgrades training by learning on the job, attending schools, seminars, and/or by reading product and industry information.
- Handles customer complaints smoothly. Solves the problem as soon as possible, either personally, or through communication with supervisor.
Refers larger problems to supervisor.
- Enforces the co-op's credit policy.
 - Does not charge to cash customers.
 - Keeps all personal accounts current.
- Maintains open communication with others
- Establishes personal performance goals and works towards those goals.
- Follows the co-op's safety policies.
- Abides and enforces policies set forth in the employee policy manual.
- Assisting other departments when needed.
- Other duties as assigned by Management.

Maintenance & Safety:

- Observe OSHA, state, and federal safety regulations
- Maintain clean and neat facilities
- Maintain housekeeping and sanitation standards
- Upholds Five Star's Safety regulations and procedures

Service and Skills:

- Excellent customer service required – Applicant must be neat and approachable
- Commitment to excellence and high standards
- Strong interpersonal skills; proficient in use of Microsoft Excel and Word
- Excellent telephone skills and ability to operate office equipment – Applicant must promptly and courteously answer the phone
- Requires making decisions that affect customers, other employees, Five Star's financial resources, and/or the image and reputation of the organization
- Ability to deal effectively with a diversity of individuals at all organizational levels
- Good judgement with the ability to make timely and sound decisions

Work Context for the Essential Functions of the Job:

- Versatility, flexibility, and willingness to work within constantly changing priorities with enthusiasm
- Ability to work independently and as a team player

- Requires face-to-face and telephone communication with individuals, customers, or teams daily
- Opportunities to make decisions without supervision
- Requires being exact or highly accurate
- Requires repeating the same physical or mental activities
- Requires meeting strict deadlines daily to ensure customer service
- Requires work with external customers or the public
- Responsible for work outcomes and results

Other Duties:

- Check with other departments to see if help is needed before going home
- Works as a team member and maintains a positive attitude that promotes teamwork within the cooperative
- Performs other duties as assigned by management – employee’s duties may change according to the changing needs of the company
- Must be able to climb stairs, reach above, below, and at shoulder level

Work Conditions and Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This job is performed indoors or outdoors in weather extremes of Northern Iowa. Exposure to dust from feed, grain, or fertilizer products.

Physical Abilities

- **Far Vision**—The ability to see details at a distance.
- **Near Vision**—The ability to see details at close range (within a few feet of the observer).
- **Reaction Time**—The ability to quickly respond (with the hand, finger, foot) to a signal (sound, light, picture) when it appears.
- **Static Strength**—The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **Response Orientation**—The ability to choose quickly between two or more movements in response to two or more different signals (lights, sounds, pictures). It includes the speed with which the correct response is started with the hand, foot, or other body part.
- **Spatial Orientation**—The ability to know your location in relation to the environment or to know where other objects are in relation to you.
- **Depth Perception**—The ability to judge which of several objects is closer or further away from you, or to judge the distance between you and an object.
- **Extent Flexibility**—The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **Multilimb Coordination**—The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- **Manual Dexterity**—The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble or move objects
- **Climbing**—Ability to climb.

Function	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand (depending on day)				X
Sit (depending on day)				X
Use hands to finger, handle, feel, hold, grasp			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk or hear				X
Taste or smell		X		

Weight	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 lbs				X
Up to 25 lbs				X
Up to 60 lbs		X		
Up to 100 lbs	X			
More than 100 lbs	X			

Disclaimer: This job description indicates the general nature and minimum level of work expected. It is not designed to cover every activity, duty, or responsibility required of the employee. The employee may be asked to perform other duties related to the successful performance of the job.

I, _____, as an employee of Five Star Cooperative, understand the duties and requirements set forth in this job description. The duties of this job description are not all inclusive. They describe the primary function of the job and are not to be considered a detailed description of every job duty. I understand that neither this job description, nor the signing of creates a binding employment contract and that my employer reserves the right to assign additional duties as necessary.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____