

## **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:** Feed Mixer Operator

**Hours/Week:** 40 hours per week with more hours required as needed

**FLSA Status:** Non-Exempt

**Reports To:** Feed Operations Supervisor

## **Job Objective**

The Feed Mixer Operator is responsible for manufacturing and inspecting feed and related products in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service.

Incumbent is responsible for daily operations, service, safety, housekeeping, and maintenance.

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

**Job Related Skills:** Strong written and verbal communications skills necessary

**Computer Skills:** Basic computer, email and data entry skills

**Communication Skills:** Fluent reading, writing, and speaking the English language

**License, Certificate or Registration:** Valid driver's license

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

## **Job Summary and Primary Duties**

- Organizes daily schedule of required local mix to expedite custom mixing and grinding
- Operates machinery used in the feed mixing and production process
- Dumps bags or presses buttons on control panel to transfer individual ingredients from separate bins to batch scale hopper until specified weight of each ingredient is obtained. Weighs additives like minerals and vitamins and dumps them into the hopper. Starts machine to mix ingredients, and starts elevator conveyors to transfer feed to storage tank
- Maintains quality of mixes above standards set by Five Star and the local mixing program
- Accounts for each mix or other service provided by writing job, sales, or transfer tickets to ensure accurate inventory control
- Reports inventory items which should be placed on order
- Prepare and file department records as needed
- Cleans and lubricates equipment, maintains equipment on a regular schedule to avoid breakdowns and anticipates and plans for major overhauls requiring shutdowns
- Observes equipment operations for malfunctions
- Collects samples of ingredients and/or finished product for laboratory testing
- Understands and ensures compliance with all transportation, environmental, and feed production regulations and policies

- Adhere to all laws and company policies associated with safety, health and environmental practices. Take immediate and appropriate actions to remedy hazards as they are identified. Help provide solutions to safety, health and environmental challenges.
- Other duties as assigned.

### **Maintenance & Safety:**

- Observes OSHA, state, and federal safety regulations
- Operates trucks and equipment safely
  - Receives no OSHA, state, or federal citations
  - Receives no valid customer complaints concerning driving
- Communicates safe storage and handling procedures to customers.
- Maintains clean and neat facilities, including vehicles and personal office areas.
- Maintains housekeeping and sanitation standards, including equipment and facilities regularly
- Upholds Five Star's Safety regulations and procedures

### **Service and Skills:**

- Generalized management knowledge.
- Proficiency with computer database management
- General knowledge of grain and agronomy facilities
- Excellent customer service required – Applicant must be neat and approachable
- Excellent telephone skills – applicant must promptly and courteously answer the phone
- Requires acute attention to detail
- Requires making decisions that affect customers, other employees, Five Star Coop's financial resources, and/or the image and reputation of the organization
- Commitment to excellence and high standards
- Actively work to increase personal skills and knowledge
- Attend product, merchandising, safety, and cooperative meetings as requested

### **Other Essential Duties:**

- Maintain a working knowledge of Five Star policies and regulatory requirements
- Deliver a courteous, pleasant, and positive attitude in providing extraordinary service to all customers, coworkers, and others ensuring open lines of communication
- Be a true leader and champion in establishing and maintaining a vision and required behaviors for our culture of ensuring human safety.
- Promotes the co-op by maintaining a positive image and attitude; is always friendly, courteous, and helpful.
- Continually upgrades training by learning on the job, attending schools, seminars, and/or by reading product and industry information, as instructed by management.
- 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.
  - Makes credit terms known to employees and customers
  - Does not extend credit to customers who have not been approved by credit manager
  - Does not charge to customers who do not have credit with the cooperative
  - Does not authorize charges to customers who have exceeded credit limits
  - Keeps all personal accounts current.
- Abides and enforces policies set forth in the employee policy manual.
- Assisting other departments and/or performs other related duties as assigned by CEO

**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

**Controls:**

Accepts only minimal value gifts from vendors and assures all sales representatives and other Five Star Co-op employees follow this also. This includes products for crop and livestock production.

**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, as well as 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.
- **Multi-limb 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 on top of agronomy storage tanks.

Function	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Sit				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 50 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 as 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: \_\_\_\_\_