

# JOB DESCRIPTION



## **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 in Northeast and North central Iowa.

## **Job Description**

**Job Title:** Loss Prevention Manager

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

**FLSA Status:** Salary Exempt

**Reports To:** COO

## **Job Objective:**

To provide site safety leadership, and ensure facility compliance with company, state, and federal regulations. This position implements and regulates safety and environmental standards and directives within the company. Improves safety and compliance performance, ensures facility safety and environmental policies and procedures are aligned with governmental regulations.

The Loss Prevention Manager works closely with the CEO, COO, HR Director, and other Directors to formulate and manage the Occupational Health and Safety and Loss Prevention functions that reflect the company objectives. This position develops loss prevention policies and procedures to safeguard Five Star assets and employees. Incumbent conducts investigations regarding violations of company policy. Promotes a healthy and safe working environment by developing, coordinating, and implementing preventative safety policies and programs. This role is responsible for monitoring Workers Compensation claims and being the liaison between Five Star and supporting vendor relationships.

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 required; Post high school training at the college or vocational level preferred

### **Experience:**

- Thorough knowledge of applicable regulations (OSHA, DNR, EPA, FMCSA, DOT).
- Strong written and verbal communication skills necessary
- Computer skills required – Proficient in Microsoft Word and Excel
- Good customer service skills and approach necessary
- Ag background a plus

**License, Certificate, or Registration:** Valid Class C Driver's License required

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

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## **Job Summary and Primary Duties:**

- Perform safety audits and inspect facilities, machinery, vehicles, and safety equipment to identify and correct potential hazards, and to ensure safety regulation compliance
- Identify best practices and lead continuous improvement initiatives to reduce workplace risks, raise safety awareness, and improve safe work practices
- Facilitate a work environment that supports a safe and healthy culture
- Conduct or coordinate worker training in areas such as safety laws and regulations, hazardous condition monitoring, and use of safety equipment
- Investigate job site accidents, near-miss incidents, and occupational injuries to determine causes, and install preventive measures.
- Investigate and follow-up on all work comp claims. Attend work comp doctor appointments with employees. Complete required paperwork and manage employee return-to work process.
- Assist with DOT vehicle inspection compliance
- Provide technical advice, coaching, guidance, and mentoring to employees on safety initiatives and necessary changes
- Coordinate employee safety programs to determine their adequacy including review of short and long term strategic safety planning and development
- Facilitate safety committee meetings
- Order and maintain facility safety inventory including supplies and equipment
- Work within company policies

## **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

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- 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:**

- 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.

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## 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.

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

Weight	None	Under 1/3	1/3 to 2/3	Over 2/3
<b>Up to 10 lbs</b>				<b>X</b>
<b>Up to 25 lbs</b>				<b>X</b>
<b>Up to 50 lbs</b>		<b>X</b>		
<b>Up to 75 lbs</b>	<b>X</b>			
<b>More than 75 lbs</b>	<b>X</b>			

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**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 employee contract and that my employer reserves the right to assign additional duties as necessary.

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Employee Signature

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Date

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Supervisor Signature

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Date