

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: Operations Specialist

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

FLSA Status: Non-Exempt

Reports To: Operations Manager

Job Objective:

Under the direction of the location supervisor and/or operations manager, the operations assistant is responsible for tasks in operating our grain and/or agronomy facilities. Duties include, but are not limited to, assisting in all aspects of the elevator operations. This position will be responsible for receiving grain, maintaining grain conditions, and measuring grain inventory. Incumbent will also be responsible for loading and unloading bulk and packaged fertilizer and chemical products and measuring agronomy inventory.

Operations assistants will perform duties in a manner that will optimize the cooperative's efficiency to achieve Five Star's mission while upholding our values. This position will maintain a safe, clean elevator and maintain elevator equipment.

Qualifications

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

License, Certificate or Registration: Valid Class A CDL; Valid DOT physical card; or ability to obtain the above; Certification to Grade Grain

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

Job Summary and Primary Duties:

- Maintain grain quality
- Works with grain weighing, grading, probing, and communicating bin designation
- Performs general housekeeping to maintain dust levels
- Performs maintenance and repairs to equipment
- Measure and tracks inventory of grain and agronomy products
- Performs basic grain handling; loading and unloading
- Ability to dump grain
- Assists with loading and unloading fertilizer and chemicals
- Understand basic agronomy chemistry of all products
- Works in fertilizer plant mixing, loading trucks, reading work orders and maps, etc.
- Completes and maintains driving and delivery records

Maintenance and Safety:

- Observe OSHA, state, and federal safety regulations.

- Maintain clean and neat facilities.
- Maintain equipment and facilities regularly.
- Maintain housekeeping and sanitation standards.

Service and Skills:

- Greet customers promptly and courteously with a friendly smile and a hello, and thank them for their business.
- Assist customers with unloading and loading.
- Promptly and courteously answer the phone.
- Work with customers to resolve problems and report complaints to your supervisor.
- Actively work to increase personal skills and knowledge.
- Attend product, merchandising, safety, and cooperative meetings as requested.
- Wear a clean uniform and be neat.
- Lose no customers due to the quality of service provided.

Other Essential Duties:

- Enforce and abide by all cooperative policies
- Good communication with all employees
- Check with other departments to see if your help is needed before going home.
- Work as a team member and maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.
- Perform other duties as assigned my management and employees duties may change according to the changing needs of the company.

Work Context for the Essential Functions of the Job

- Requires face-to-face and telephone communication with individuals, customers, or teams daily,
- Requires making decisions that affect other people, the financial resources, and/or the image and reputation of the organization,
- Requires acute attention to detail,
- Opportunity to make decisions without supervision,
- Requires making decisions that impact the results of co-workers, clients or the company,
- Requires being exact or highly accurate,
- Requires repeating the same physical activities or mental activities over and over,
- Requires meeting strict deadlines daily to ensure customer service when unloading and product delivery deadlines.
- Requires work with others in a group or team,
- Requires work with external customers or the public,
- Includes responsibility for work outcomes and results,
- Includes responsibility for the health and safety of others,
- Requires wearing common protective or safety equipment,

Work Conditions and Environment

- May require working outdoors, exposed to all weather conditions.
- May require working indoors, in very hot (above 90 F degrees) or very cold (below 32F degrees)

Physical Abilities

- **Far Vision**—The ability to see details at a distance.
- **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.
- **Near Vision**—The ability to see details at close range (within a few feet of the observer).
- **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

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 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.

Employee Signature _____ **Date** _____

Supervisor Signature _____ **Date** _____