

JOB TITLE: Truck Driver/Grain Operations

OVERVIEW: To transport, load and unload grain, feed, feed ingredients, agronomy products and merchandise as directed by management in a manner that will optimize the cooperative's market share and savings, improve the cooperative's efficiency, help achieve the cooperative's vision and goals, and result in outstanding customer service.

OBJECTIVES

UNITED & FRIENDLY:

- Proudly conveys the strengths of United Farmers Cooperative, its services, and opportunities to others, including, but not limited to customers, communities, and co-workers.
- Approaches daily work with enthusiasm and energy.
- Maintains a team focus and is willing to serve as operational support to any assigned UFC department or location as staffing needs arise.
- Read and follow company employee policies.
- Promote safety and follow all United Farmers Cooperative HACCP, FDA and OSHA safety guidelines.

CONNECTED & COMMITTED:

TRUCK DRIVER

- Perform and document daily truck/trailer inspections, keep equipment clean and follow regular maintenance schedules.
- Ensure all pertinent and required documents are always in the vehicle.
- Responsible for loading at legal DOT weight limits.
- Verify the correct product and product amount is loaded/unloaded and secured before leaving premises.
- Ensure daily truck log sheets are filled out properly and turned in daily.
- Maintain a delivery routine to customers in a manner which will result in customer satisfaction.
- Observe OSHA, state, and federal safety regulations and follow all company and regulatory agency safety policies.
- Notify supervisor of potential customers.
- Ensure no product or customer problems result due to your delivery or services.
- Professional representation of the company through responsible driving.
- Ensure truck/trailer is properly cleaned out prior to loading of any product.

- Paperwork from point of origin and destination must be signed in a legible manner and turned in to the proper supervisor/location daily.
- Fuel and load truck to prepare for next day if possible.
- Notify supervisor and aid in resolving customer complaints promptly.
- Report any unsafe equipment or working conditions to your supervisor.
- Use extreme caution while driving in customer properties; drive slowly and watch for children, pets, animals, toys, flower beds, hedges, and lawns and avoid damage to customers' buildings and property.
- Watch for overhead wires when using augers.
- Ensure bin doors and covers are closed when delivery is complete.
- Maintain a valid commercial driver's license.
- Ensure all product deliveries and services are promptly and accurately invoiced.
- Ensure all cash receipts are turned in daily and are accurate.
- Uphold all UFC's policies and perform other duties as assigned by management.
- Assist in loading and unloading company and customer vehicles with product as needed.
- Provides outstanding and courteous customer service.
- Projects a positive attitude to customers and employees always.

GRAIN OPERATIONS

- Able to lift, always push or pull 50 lbs., as well as climb heights of 75 ft on equipment, train cars, and grain storage facilities.
- Dump and receive producer's grain.
- Use Class A CDL with endorsements to assist department in hauling grain when needed.
- Clean up grain spills promptly to avoid spoilage.
- Take responsibility for good grain condition and monthly facility inspections as by OSHA inspection standards.
- Maintain grain inventory moistures and temperatures of silos and tanks.
- Report any unsafe equipment or working conditions to your supervisor.
- Observe OSHA, state, and federal safety regulations and follow all company and regulatory agency safety policies.
- Uphold all UFC's policies and perform other duties as assigned by management.
- Professional representation of the company through appearance and helpful attitudes.
- Ensure no product or customer problems result due to your services.
- Use extreme caution while working around customer trucks to avoid damage.
- Notify supervisor and aid in resolving customer complaints promptly.

VISIONARY:

- Develop operational knowledge to assist in other departments.

- Proactively identifies areas of opportunity for cooperative and collaborates with co-workers and management team to enhance efficiency and success.
- Continues to grow personal knowledge of United Farmers Cooperative locations and services and the Cooperative business model to improve product recommendations and services to the Cooperative's customers.
- Acts as the first line of support for the UFC Sales team.

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 to the successful performance of the job.