



Job Title: Grain Department Manager/Grain Merchandiser **Posting ID#1111920**
Reports To: General Manager **Location: Stewartville**
Hiring Manager: Glenn Lutteke, General Manager, (507)533-4222 glutteke@allamericancoop.com

Job Description:

The grain department manager is responsible for the origination, purchase, storage, handling, marketing, and accounting of all grain transactions 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. The grain department manager supervises operations and staff for our multi-site grain department.

Job Responsibilities:

- Coordinate with location managers and operations staff to maintain current grain volume and temperature measurements and condition reports to ensure adequate quantity and quality of inventories are available to meet merchandising goals and customer needs
- Recruit, train, supervise and evaluate full-time and part-time grain department staff across all grain locations with help of location grain managers
- Maintain records as required by federal and state regulations and company policies; current daily position record, warehouse receipts, grain settlements, grain contracts, shipments, company hedge accounts
- Secure proper licenses and permits for grain facilities and grain staff; ensure grain facilities across All-American Co-op meet federal, state and OSHA regulations and company insurance provider requirements.
- Establish a company grain marketing policy with general manager and board of director approval and communicate policy to employees, patrons and prospective customers
- Determine daily grain bids for All American Co-op locations
- Develop and implement merchandising programs and tools to establish the cooperative as a preferred merchandiser. An annual marketing plan should be submitted to the general manager showing market trends, market share and competitor analysis along with customer education/training and market plan goals.
- Perform on-farm visits with customers and prospects for origination of grain for All-American Co-op
- Coordinate grain truck transportation for on-farm pick-up, delivery to terminals, and transport between locations.
- Address customer complaints or concerns and resolve them promptly
- Uphold cooperative policies, maintain a positive attitude that promotes teamwork within the cooperative and a favorable image of the cooperative.

Job Requirements:

- Job requires working a flexible schedule, including seasonal requirements to work long hours, and ability to meet physical and mental demands of working extended hours, occasional repetitive lifting (minimum 55 pounds) and climbing ladders to perform tasks at elevated or below-grade locations
- Must have and maintain valid driver's license and satisfactory driving record
- Minimum 3 years' experience with grain marketing/merchandising and have or be able to obtain a grain grading license
- Ability to communicate effectively with staff, customers and co-workers to perform needed tasks of the company and to further enhance All American Co-op's vision, mission and image
- Knowledge of grain marketing and trading fundamentals and computers including Microsoft Office, internal accounting system, scale software, and grain trading websites

NOTE: This job description is not intended to be all-inclusive. Employee may perform other duties as directed to meet co-op needs