



"Working with you"

Job Title: Elgin Grain Operations **Posting ID#:** 2062221
Job Type: Full-Time
Reports To: Elgin Location Manager
Location: All American Co-op, Elgin, MN
Hiring Manager: Todd Vehrenkamp (507) 876-2222 tvehrenkamp@allamericancoop.com

Job Description:

All American Co-op is looking for full time Grain Operations staff to perform daily tasks at our Elgin grain location. Extended fall seasonal hours are expected. Qualifying individual must be courteous, customer service minded, and able to work both individually and in a team setting.

Primary duties will include but are not limited to:

- Perform day-to-day activities of our business including: load outgoing trucks, unload incoming grain, hand and condition grain, monitor condition of stored grain, perform routine maintenance and cleaning of facilities.
- Become proficient in scale operations, scale computing programs, feed billing system, accounting system, counter computer operations and grain grading; maintain records and filing systems as required
- Provide exceptional customer service; greet all phone or walk-in customers in a positive and friendly manner
- Develop a familiarity with customers, working knowledge of feed products offered and grain department policies and procedures
- Effectively communicate with co-workers, supervisors and customers. Greet and serve customers promptly throughout the facility.
- Comply with OSHA, MDA, EPA, PCA and other regulatory requirements along with company policies and procedures.
- Follow company safety procedures and programs including, but not limited to: confined space entry, lock-out tag-out, and use of personal protective equipment.
- Perform activities in our agronomy department during season including, but not limited to: seed and crop protection and nutrient receiving, warehousing, blending, loading, transport and application.
- Keep the work site clean and neat.
- Report needed repairs to management promptly.

Job Requirements:

- Must have, or acquire within 6 months of hire, a class A CDL with necessary endorsements and maintain commercial insurability
- Must have or be able to obtain a grain grading license and forklift operation certification
- Ability to shift focus between job tasks and/or departments as work load and labor needs dictate.
- Meet the physical and mental demands of working extended hours, repetitive lifting, climbing ladders to perform tasks in elevated or below-grade locations, and performs tasks in outdoor environment year-round.
- Weight carried, moved or lifted unassisted frequently 1-100 lbs; weight carried, moved or lifted with assistance 100-250 lbs; weight maneuvered with handcart up to 600 lbs
- Must be willing to keep and create records as directed.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.