



## **Outside Operations Associate**

Location:

Classification: Full-Time, Non-Exempt

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

Reports to: Area Manager or Location Manager

### **Description**

Reporting to Area Manager or Location Manager, the Yard & Outside Operations Associate is a full-time, Non-Exempt position. The Yard & Outside Operations Associate will perform duties associated with grain and agronomy within the facility in accordance with safety policies and procedures. This team member will be responsible for receiving grain, maintaining grain conditions, and measuring grain inventory. The team member will also be responsible for loading and unloading bulk and packaged fertilizer and chemical products and measuring agronomy inventory. This position will maintain a safe, clean elevator and maintain elevator equipment.

### **Leadership:**

- Promote an environment and culture that focuses on fulfilling the mission and core values of Northern Country Cooperative.
- Model behaviors that support NCC's mission and core values to be a trusted advisor to our customers and members.
- Enforce and abide by all NCC policies and procedures.
- Team player, balancing team and individual responsibilities.
- Treat all people with dignity and respect.
- Maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.

### **Yard & Outside Operations**

The essential functions include, but are not limited to the following:

- Grain handling including but not limited to filling, reclaiming and transferring of grain.
- Maintains an accurate running inventory.
- Restocks supplies and inventory; informs supervisor of needs.
- Enters purchase order data in the inventory control system.
- Accepts, verifies, inspects, and records all deliveries according to policy.
- Records, reports, and returns defective items.
- Processes invoices, supplying necessary data to accounting or other appropriate department for payment and recordkeeping.
- Maintains the organization and cleanliness of the warehouse area.
- Handles complaints related to shipments; notifies supervisor of any shipping or receiving issues.
- Comply with government regulations and company safety policies and procedures.
- Performs other related duties as assigned.

### **Safety:**

Performs work in a safe manner at all times. Seeks guidance from manager when needed.

Considers the safety of other team members and others. Reports unsafe conditions.

- Uses personal protective equipment;
- Observe all OSHA, state, and federal safety regulations;
- Maintain clean and orderly facilities;
- Maintain equipment and facilities regularly and timely;
- Maintain housekeeping and sanitation standards.

**Requirements/Qualifications:**

- High School Diploma or equivalent.
- One year grain and agronomy experience preferred.
- Must have an acceptable driving record and be insurable to drive.
- Must have or be able to obtain Class A CDL with tanker and hazmat endorsements.
- Must have or be able to obtain Commercial Handler's or Applicator's License.
- Understand the importance of providing first class customer service.
- Understand the seasonality of agricultural and the commitment it involves.
- Proficient with inventory control systems.
- Thorough understanding of warehouse policies and procedures.
- Excellent organizational skills and attention to detail.
- Excellent interpersonal and customer service skills.

**Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the functions. While performing the duties of this position:

- The team member is regularly required to talk or hear.
- The employee frequently is required to use hands or fingers, handle or feel objects, tools, or controls.
- The employee is occasionally required to stand; walk; sit; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this position include close vision, distance vision, and the ability to adjust focus.
- The noise level in the work environment is usually low to moderate.

*This job description in no way states or implies that these are the only duties to be performed by the employee(s) incumbent in this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by any person authorized to give instructions or assignments. All duties and responsibilities are essential functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbents will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.*