



**Shared growth.  
Shared success.**

**DATE REVISED:** December 2, 2005

**CLASS:** Non Exempt

**JOB TITLE:** Elevator Operator

**REPORTS TO:** Elevator Superintendent  
and/or Location Manager

**JOB SUMMARY:** Responsible to sample and accurately grade all incoming and outgoing grain to assure accurate pricing and to bin and maintain quality of grain while in storage in a manner that will optimize the cooperative's efficiency, help achieve the cooperative's mission and goals, and result in outstanding customer service. This employee will maintain a positive attitude that promotes team work within the entire cooperative and a favorable image of the cooperative.

**ESSENTIAL QUALIFICATIONS:**

1. Current operational knowledge of all machinery in elevator. Ability to make minor repairs and conduct scheduled maintenance on all equipment.
2. Good working knowledge of the properties of corn, wheat, beans, milo, and sunflowers.
3. Ability to work independently with minimal supervision.
4. Computer and data entry skills.
5. Ability to react to change productively and handle other essential tasks as assigned.
6. Frequently lift or move 50 pounds and occasionally lift or move 100 pounds.

**PERSONAL PROTECTIVE EQUIPMENT:**

Eye protection is required in restricted areas. Appropriate personal protective equipment (i.e. goggles, gloves, long sleeve shirt, and/or face mask) required when handling chemicals.

**REQUIRED EDUCATION AND/OR EXPERIENCE:**

A high school degree or GED.

**JOB REQUIREMENTS:**

1. Handle incoming grain by unloading trucks, weighing and testing the grain, and transferring the grain to the correct bin utilizing the available storage space as efficiently as possible. Load out grain to either trucks or rail cars.
2. Maintain the quality of the grain in the elevator by making periodic inspections of all stored grain, turn the grain as necessary, and make recommendations to the location manager or

elevator superintendent to improve grain handling operation and provide better service and prices for our customers.

3. Blend all grains as necessary when shipping out to achieve maximum grade and price for the cooperative and it's customers.
4. Provide grain drying services by grading and testing grain before and after grain drying operation and reporting grades to office so that accurate service charges may be calculated.
5. Sample and place an inspection grade on all incoming and outgoing grain shipments as a basis for accurate pricing, report grades to office so that accurate service charges can be calculated, and report quality by grade and quantity of grain going into storage to the office.
6. Observe OSHA, state, and federal safety regulations; maintain equipment and facilities regularly; and follow housekeeping standards keeping facilities neat and clean.
7. Maintain a positive attitude that promotes team work within the cooperative and a favorable image of the cooperative.
8. Greet customers promptly and courteously with a friendly smile and a hello, thank them for their business, promptly and courteously answer the phone, assist customers with loading and unloading, work with customers to resolve problems and report complaints to your manager.
9. Attend product, merchandising, and cooperative meetings and work to improve personal skills and knowledge.
10. Bill accurately and clearly communicating details of delivery.
11. Enforce the cooperative credit policy by making credit terms known to customers, not charging to customers on COD, not extending credit to customers without approval of credit manager, and not authorizing customers to exceed their credit limit.

**WORKING CONDITIONS:**

Job involves work inside a climate-controlled office atmosphere and outside in hot and cold weather. Job involves much stooping, standing, and climbing on ladders. Extensive scooping with a shovel and sweeping with a broom are also required.

**This job description does not list all the duties of the job. You may be asked to perform other duties.**

**Management has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.**

**Please sign below to acknowledge that you have received and understand this job description.**

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**EMPLOYEE SIGNATURE**

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**SUPERVISOR'S SIGNATURE**

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**DATE**

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**DATE**