



Location: Jasper  
Primary Work Group: Operations  
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(517)-486-2171

**Position: General Laborer**

**Working Conditions:**

- Full-Time Employment
- Hourly Wages (straight time 40 hours/week, 1.5X Wage for Overtime)
- Hours: 8 a.m. – 5:00 p.m. Monday through Friday (1 hour lunch, unpaid) during low season. Overtime hours as assigned. Harvest season may require switch to second shift, overtime hours, and/or weekend hours. Schedule to be determined by supervisor.

**Supervision:** Plant Manager provides daily direction and coordinates work teams. Facility Manager provides additional onsite supervision and ensures adherence to company policies and procedures.

**Scope of Responsibilities:** Must work in coordination with peers and supervisors to successfully complete daily facility operations. Provide efficient, friendly service to customers. Daily operations include (but are not limited to) housekeeping activities, shipping and receiving of product, tending to feed customers, and equipment operation and maintenance. Focus on cleaning when not assigned other duties (mainly sweeping).

**Physical Requirements:** Good physical condition, mobility, strength (the ability to lift more than 50 lbs.) and the ability to climb and work at heights are necessary to perform the basic tasks of this position. Good vision and hearing are essential to personal safety and the safety of co-workers. Some operations require the wearing of protective gear that may seem heavy or restrictive. Safety a priority in performing all company functions. All company policies and procedures to be followed.

**HOUSEKEEPING**

*Grain Dust Control:* Shovel remnants at bottom of bins. Sweep bins, inside and outside. Sweep floors and outdoor concrete to maintain minimal dust levels. Remove dust from control panels as necessary.

*Product Spill Control:* Use shovel to return spilled product to inventory immediately after spill or remove to safe area. May require the use of Front-End Loader. Sweep concrete pads, removed spilled product completely.

*Facility Appearance:* Use equipment to enhance and improve premises. May mow lawn, grade drives, sweep scale, paint, weed whip, etc.

**SHIPPING AND RECEIVING**

*Truck Unloading:* Operate conveyor controls as directed, select proper bin or dryer destination. Monitor pit during unloading to guard against product spills. Check grain quality during unloading to ensure consistent quality of load and proper destination for grain within the elevator, report any problems to supervisor. Operate truck hoist and cradle for unloading of straight trucks.

*Grain Shipments:* Assist in the loading of rail cars. Inspect cars for cleanliness and damage. Operate controls to deliver product from bins to rail cars. Monitor loading of cars, check grain quality, and guard against product spills or overloads. May use rail mover or locomotive to position rail cars for loading. Occasionally required to assist in unloading cars (dependent on meeting grade specifications). Assist in loading of trucks as assigned. Monitor loading, check grain quality.

Take responsibility for inventory control. Make sure inbound/outbound shipments match bills or bill of lading.

**EQUIPMENT OPERATION & MAINTENANCE**

- Occasionally assist in fabricating transitions, covers, chutes, guards, etc., to improve movement of grain through elevator. Lift and carry steel. Climb ladders to repair site.
- Operate equipment to move grain among bins and dryers. Use control panels, assist in manual set-up and positioning of gates (requires climbing). Occasionally drive trucks for internal grain transfers.
- Assist in replacing worn buckets and belts. Lubricate equipment.
- Assist in maintaining vehicles. Change oil, spark plugs, performs tune-ups and other minor vehicle maintenance activities.
- Participate in bin measurements and other inventory count procedures.
- Maintain daily vehicle logs by filling out prior to moving from sheds.

**OTHER TASKS AS ASSIGNED BY PLANT MANAGER**

This job description should not be construed as an employment contract. Management retains the right to employ-at-will.