



Location : MAC MARLETTE

3346 Main Street MARLETTE Michigan 48453 1-(989) 635-3578 (800) 647 -4628

Job Description: Full-time Grain department Assistant & Safety Coordinator

### **Position Summary**

Michigan Agricultural Commodities is seeking a full-time department assistant for its location in Marlette, Michigan. The ideal individual will have experience or interest in agricultural commodities and demonstrate a desire to develop new skills to positively impact the company.

### **Grain and office Responsibilities**

- Assist in the grain department including; quality control at grain receiving, grain grading, and grain load out, facilitate any testing required on customer and MAC grain and support customer marketing and account questions.
- Assist in the Food Grade bean department including; quality control at Food Grade bean receiving, grading, and load out, learn the HACCP and FISMA programs help with customer seed orders, and assist customers on food grade bean marketing.
- Assist in seed sales & customer seed recommendations.
- Assist in office, answer phones, and assist customers.
- Assist office manager in Customer record and A/R & A/P filings
- Meet any other duties and projects assigned by management.

### **Safety Coordinator Responsibilities**

The Safety Coordinators responsibilities are in addition to their primary job function (see related job description). It is expected that these additional responsibilities would involve roughly 8-10 hours a week to complete. In addition to the responsibilities listed below the safety coordinator is expected to lead by example and promote a culture of safe work habits.

- Oversee use of Confined Space, Lockout/Tagout and Hot Work permits. Keep these permits filed.
- Oversee plant housekeeping and insure Housekeeping logs are filled out and filed each month.
- Conduct monthly safety meetings and log safety meeting into RCI.
- Coordinate annual trainings with Facility Manager and log appropriate information into RCI.
- Oversee Monthly inspections of Fire Extinguishers and Harnesses. Harness inspection sheet must be kept on file.
- Fill out CAP report monthly on RCI.
- Administer the Safety Made Simple program
- Relay all relevant safety information to Facility Manager and Operations Staff as it becomes available.
- Work with Office Manager as necessary to enter/update employee information and other safety documentation.
- Help oversee the use of Preventative Maintenance in RCI.
- Work with the Safety Director on any issues concerning the facility.

### **Job Requirements**

- Strong computer knowledge and skills

- Minimum high school degree required
- Preferred associates degree obtained in business or agricultural related field
- Be able to load 50# bags of seed, fertilizer and corn deer feed.
- Be able to work at heights and in tight spaces

**Desired Skills/Competencies**

- Demonstrate good personal skills
- Excellent communication skills
- Motivation to learn new skills and information to grow in individual's role at MAC

**Interested individuals should contact MAC Marlette general manager Chuck Kunisch at (800) 647-4628 (989) 551-1845 cell [ckunisch@michag.com](mailto:ckunisch@michag.com)**