



michigan agricultural commodities, inc

Job Description

Location: Breckenridge, MI

Position: Operations A

Working Condition:

- Full-Time Employee
- Hourly Wage (Straight time 40 hours/week, 1.5 x wage for overtime)
- Hours 8:00 am – 4:30 pm Monday through Friday (30 min unpaid lunch) Harvest season will require overtime and weekend hours. Schedule to be determined by facility Manager.

Supervision: Operations Manager provides daily direction with additional support provided from Facility Manager.

Scope of Responsibility:

- Works with Operations Manager to successfully complete daily operations.
- Daily operations include (but not limited to) housekeeping activities, shipping and receiving of grain, equipment operations and maintenance.
- Ensure proper housekeeping procedures are followed in all areas of responsibility
- Maintain an understanding on how the plant is set up and how to move grain throughout the facility. Essential duties to accomplish this include, but not limited to:
 - Operate grain receiving pits
 - Operate conveying equipment to ensure grain gets binned properly when it is received and when grain is transferred throughout the facility
 - Operate grain drying equipment
- Assist with the loading of rail cars and trucks
- Understand how grain handling equipment works and its necessary components to be able to understand when maintenance is needed
- Conduct basis maintenance
- Be able to grade inbound and outbound grain and determine if quality issues exist
- The ability to perform these tasks in a safe manner and in accordance to MAC policy is essential
- Other task as assigned by facility manager

Physical Requirements: Physical condition must not limit ability to climb, (highest point 200') lift at least 100#, get in and out of confined spaces and able to wear necessary personal protective gear. Certain operations require the wearing of personal protective gear that may seem heavy or restrictive. Good vision and hearing are essential to personal safety and the safety of co-workers. Safety is a priority in performing all company functions. All company policies and procedures to be followed.

Housekeeping: It's the policy of MAC to provide a safe and healthy work place. Proper housekeeping is important for safe operations. Dust control inside and outside of the plant must be maintained at minimal levels. Making sure that spilled product is being cleaned up ASAP and returned to inventory or moved to a safe area. Facility appearance is also very important and steps should be taken to maintain and enhance its appearance.

Operations A _____ Date _____

Facility Manager _____ Date _____

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