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## **Job Description: Assistant Manager**

### **Position Summary**

Michigan Agricultural Commodities is seeking a full-time salaried Assistant Manager for the Breckenridge location. Breckenridge is the largest of the MAC facilities and this role provides a unique opportunity to grow within the organization. MAC is a progressive leader in the grain industry, continually investing in our facilities and employees to expand our footprint across Michigan. The ideal individual for this role will have experience or interest in grain operations, demonstrating a desire to utilize skills to positively impact the company and customers.

**Scope of Responsibilities:** Assistant Manager will help provide daily support for the Facility Manager and employees. Will work with Facility Manager to provide additional on-site supervision and ensure adherence to company policies and procedures. Assist in making sure daily facility operations are completed; work in coordination with all employees to successfully complete daily tasks. Daily operations include (but are not limited to) providing customer service, housekeeping activities, shipping and receiving, and equipment operation and maintenance.

### **Job Requirements:**

- **Safety:** It is the policy of MAC to provide a safe and healthy workplace. The ability to perform all tasks in a safe manner and in accordance with company policy is essential. All company policies and procedures to be followed. Individual safety and the safety of others is a top priority.
- **Grain Operations:**
  - Learn the importance of aeration, the over-drying and under-drying of a commodity, making sure grain temperatures are monitored regularly. Understand the effects they have on stored grain quality and the bottom line of MAC to ensure location success.
  - 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 are 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
    - Assist with operating grain dryers, verify quality of grain before and after drying and help in selection of where grain will be stored
  - Assist with shipping and receiving activities, including loading and unloading trucks and rail cars
  - Grade inbound and outbound grain; determine if quality issues exist
  - Assist with month end inventories, bin measurements and other inventory procedures
  - IP Soybeans/Dry Bean Responsibilities:
    - Recognize importance of and promote focus on food safety
    - Understand each program, variety, and classes within each offering
    - Gain a basic understanding of unique operations related to these programs
- **Housekeeping:**
  - Proper housekeeping is important for safe operations. This includes:
    - *Dust Control:* Ensure dust inside and outside the plant is maintained at minimal levels
    - *Product Spill Control:* Make sure spilled product is cleaned up as soon as possible and returned to inventory or moved to a safe area.
    - *Facility Appearance:* Ensure steps to maintain and enhance facility appearance and improve the premises.

- **Equipment Operation and Maintenance:**
  - Understand how grain handling equipment works and its necessary components to be able to understand when maintenance is needed. Assist in plant maintenance, making sure that scheduled or routine maintenance is being done and all equipment is in working condition.
  - Inform Facility Manager of any major maintenance needs, make recommendations of equipment that needs repair or replacement, and offer suggestions on new equipment that will make the plant more efficient.
  - Assist in maintenance projects, which may require permits, welding, cutting or carpentry skills.
  - Operate equipment and vehicles.
- **Discipline and discharge of employees:** will work in consultation with the Facility General Manager regarding the discipline and discharge of employees. Help evaluate employee performance with Facility General Manager and Supervisors.
- **Physical Requirements:** Physical condition must not limit the ability to climb (highest point 200'), lift at least 50#, or get in and out of confined spaces which is necessary to perform the basic tasks of this position. Some operations require the wearing of protective gear that may seem heavy or restrictive. Good vision and hearing are essential to personal safety and the safety of co-workers.
- **Other tasks as assigned**

#### **Desired Skills/Competencies**

- Physical strength and endurance
- Ability to use necessary tools and machines
- Comfortable working in variable weather conditions
- Able to handle fast pace of busy harvest season
- Minimum high school degree required; Associates degree preferred
- Required: must be able to pass a comprehensive background check and substance screening.

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

\*Michigan Agricultural Commodities is an equal opportunity employer dedicated to a policy of nondiscrimination in employment on the basis of race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or other group status protected by Federal, State, or local laws.