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Job Description: Breckenridge Manager

Position Summary

Michigan Agricultural Commodities is seeking a full-time salaried 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 in people management, with background or interest in grain operations, demonstrating a desire to utilize skills to positively impact the company and customers.

Scope of Responsibilities: The Manager will provide daily direction to facility staff and make sure daily facility operations are completed and ensure adherence to company policies and procedures; 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.
- **Employee Management:**
 - Conduct all hiring related activities
 - Responsible for discipline and discharge of all facility employees.
 - Conduct yearly employee performance evaluations, reviews, and coaching
 - Spend time weekly with different staff members to learn about them, listen to their concerns and respond appropriately to their needs
- **Communications:**
 - Communicate with the staff frequently, updating on relevant facility activities.
 - Keep MAC marketing staff informed of all grain related quality and logistics matters.
 - Consistently communicate with VP of Operations about capital expenditures, employee related matters, and other key facility happenings.
 - Proactively share with the MAC management team; participate in Manager meetings and Merchant meetings as available
- **Grain Operations:**
 - Oversee all grain related activities. These activities include, but are not limited to receiving, drying, cleaning, aeration, maintaining grain quality, blending and shipping of grain consistent with the specifications required by sales contracts.
 - Maintain a thorough understanding on how the different plants are 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
 - Operate grain drying equipment
 - Oversee and assist in shipping and receiving activities, including loading and unloading trucks and rail cars
 - Grade inbound and outbound grain; determine if quality issues exist
 - Participate with month end inventories, bin measurements and other inventory procedures

- Identify capital projects that are needed, prepare estimates for projects and oversee projects from start to finish.
- 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
 - Coordinate staffing between processing plants to ensure all work is completed on time
- **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 of the plant occurs.
- **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 company VP of Operations 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.
- Responsible for the financial success of the Breckenridge facility. Discuss monthly financials with Chief Financial Officer as needed.
- **Physical Requirements:** Physical condition must not limit the ability to climb (highest point 200'), lift at least 100#, 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
- People management experience required, agricultural experience 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.

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