



Michigan Agricultural Commodities, Inc.

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Job Description: General Laborer – Operations

Working Conditions:

- Full-time employment Hourly wages (straight time 40 hours/week, 1.5x wage for overtime)
- Hours: 7 am – 3:30 pm, Monday through Friday (½ hour lunch, unpaid) during low season. Overtime hours as assigned. Harvest season may require switch to second shift, overtime and/or weekend hours. Vacation during harvest time is highly unlikely. Schedule to be determined by supervisor.

Supervision: Lead Operations 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, equipment operation & maintenance, grounds keeping, and facility beautification & upkeep. Focus on cleaning when not assigned other duties (mainly sweeping).

Job Requirements:

- **Physical Requirements:** Good physical condition, mobility, strength (must have the ability to lift safely more than 50 lbs. without restrictions) and the ability to climb and work at heights (up to 250') 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.
- **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. Safely remove dust from control panels as necessary.
 - *Product Spill Control:* Use shovel and bucket to return spilled product to inventory immediately after spill or remove to safe area. May require the use of Front-End Loader/Skidloader. Sweep concrete pads, remove spilled product completely.
 - *Facility Appearance:* Use equipment to enhance and improve premises. Includes (but not limited to) mow lawn, grade drives, sweep scale, paint, weed whip, rake gravel/ballast from lawn, 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.
 - *Grain Shipments:* Assist in the loading of rail cars. Inspect cars for cleanliness and damage. Check and close all bottoms, seal and record tops and bottom of cars. May require operating controls to deliver product from bins to rail cars. Monitor loading of cars and guard against product spills or overloads. May require use of locomotive to position rail cars for loading (this responsibility requires proper training which will be provided). Occasionally required to assist in unloading cars (dependent on meeting grade specifications). Assist in loading of trucks as assigned. Monitor loading, check grain quality
 - *Railcar Unloading:* Unload railcars with feed or grain products as necessary. Inspect cars for seals on tops and bottoms, requiring excellent recordkeeping skills. Monitor product for condition upon unloading from car. Requires using bar to open bottoms, and vibrator and/or sledgehammer to remove product.
 - *Other:* Assist customers in obtaining bagged seed or feed products, packaged chemicals, hardware items, etc. Forklift to move pallets of material. Lift bagged or packaged materials by hand, load onto vehicles. May require delivery of products to customers facilities using company vehicle. Will also take responsibility for inventory control, ensuring inbound/outbound shipments match bills or bill of lading.

- **Equipment Operation and 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.
 - Assist in tarping piles.
 - Maintain daily vehicle logs by filling out prior to moving from sheds.
 - Activities will require confined space entry and hot works activities. Ability to perform duties safely with appropriate forms filled out is required.
 - May require running errands using company vehicle.
- **Safety:** Some operations require the wearing of protective gear that may seem heavy or restrictive. Safety is a priority in performing all company functions. All company policies, protocols and procedures to be followed, as well as completion of assigned safety trainings.
- **Other tasks as assigned:** by Lead Operations, Maintenance Supervisor, or Facility Manager.

Desired Skills/Competencies

- Physical strength and endurance.
- Ability to use necessary tools and machines.
- Comfort working in high-stress environment with extreme weather fluctuations.
- Preference for drive to learn, take initiative/self-direction, and manage time well.
- Minimum high school degree required.
- 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.