



# Augusta Cooperative Farm Bureau, Inc.

<b>Job Title:</b>	Mill Management Trainee	<b>Job Status:</b>	Full Time
<b>Department/Group:</b>	Feed Mill	<b>Reports To:</b>	Mill Manager
<b>FLSA Status:</b>	Non-Exempt	<b>Travel Required:</b>	None
<b>Job Category:</b>	Clerical	<b>Positions Supervised:</b>	None
<b>Work Schedule:</b>	Monday – Friday; Typical hours will be 8-5, but may vary; Overtime and weekends will occasionally be required.		
<b>Job Summary:</b>			
We are seeking an eager, motivated management trainee to join our growing organization. In this position you will be given the unique opportunity to gain knowledge and experience required for promotion to management positions under direction of experienced personnel.			
<b>Job Description</b>			
<p><b>TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.</b></p> <p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Provide outstanding customer service when welcoming visitors to the office, answering incoming calls, assisting customer with their business needs, and in the field. Check for voicemail frequently so that the customer receives timely call back; Notify a coworker whenever you must leave the phone so that incoming calls are not missed.</li> <li>• Be knowledgeable of all products and able to answer customer questions.</li> <li>• Advise management of all customer comments, specifically complaints.</li> <li>• Assist in inventory control.</li> <li>• Receive timely training and perform all duties in the department associated with policies and procedures.</li> <li>• Following all company safety procedures and policies – including but limited to Quality Control, CGMPs, Safe Food Safe Feed, and receiving, weighing, and recording all incoming and outgoing grain and ingredients.</li> <li>• Assist with organized recordkeeping for Quality Control, CGMPs, Safe Food Safe Feed policies and all incoming and outgoing grain and ingredients.</li> <li>• Learn various staff functions, including operations – including but not limited to daily cash report and Mill ordering and receiving.</li> <li>• Perform various clerical duties such as filing, faxing, preparing information packets.</li> <li>• Receive and record feed orders for processing and delivery.</li> <li>• Assist in scheduling feed deliveries, so that customers receive their orders within the established timeframe.</li> <li>• Follow company safety and housekeeping procedures and policies.</li> <li>• Other duties as assigned.</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• High School Graduate or General Education Degree (GED)</li> <li>• Must be able to speak, read, write and comprehend English</li> <li>• Proficiency with Microsoft Windows and Office products</li> </ul> <p><b>COMPETENCY STATEMENTS</b></p> <ul style="list-style-type: none"> <li>• Accountability – Ability to accept responsibility and account for his/her actions.</li> <li>• Adaptable/flexible – enjoys doing work that requires frequent shifts in direction.</li> <li>• Autonomy - Ability to work independently with minimal supervision.</li> </ul>			

- Dependable – more reliable than spontaneous.
- Detail Oriented – Ability to pay attention to the minute details of a project or task.
- Innovative – prefers working in unconventional ways or on task that require creativity.
- Organized – Possessing the trait of being organized or following a systematic method of performing a task.
- People Oriented – Enjoy interacting with people and working on group projects.
- Professional – Conforming to the technical and ethical standards of industry and employer.
- Reliability – The trait of being dependable and trustworthy.
- Safety Awareness – Ability to identify and correct conditions that affect employee’s safety.

**ADDITIONAL NOTES**

This job description reflects management’s assignment of essential and central functions of this job; It does not restrict management’s rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers. This document does not represent a contract of employment, and the company reserves the right to change this job description and/or assign tasks for the employee to perform, as the company may deem appropriate.

**Physical Demands:**

This job requires frequent standing, walking, sitting, manually manipulating, and reach outward and overhead. Applicant will be required to occasionally lift and carry up to 50 pounds.

**Work Environment:**

This job is in a manufacturing environment. The office heated and air-conditioned, but applicant will routinely work in and outside of the office.

Employee Signature:		Date:	
Supervisor Signature:			
Last Updated/Reviewed:	08/17/2023		