

**Job Title:** Meal Loadout  
**Department:** Customer Service  
**Reports To:** Customer Service Coordinator  
**Objective:** Responsible to coordinate the loading of soy meal, soy hulls, and soy oil with plant personnel.

### **Essential job functions**

1. Perform duties required to operate meal loadout and oil loadout in a safe and efficient manner.
2. Measure beans with accuracy to ensure proper inventory levels in the meal and hull bins; properly record measurements for daily records.
3. Responsible for loading of trucks and rail cars without supervision ensuring that the correct sample is taken, bagged, sealed, and tested.
4. Perform necessary safety checks to maintain the equipment in a safe and efficient operating condition.
5. Complete necessary paperwork required in the record keeping of the meal and oil loadout operation.
6. Communicate to Customer Service Coordinator any problems that may occur and participate in problem solving.
7. Maintain the designated areas to SDSP sanitation standards.
8. Constructively train less experienced associates to ensure maximum growth potential, as well as cross-train to ensure a broader view of operations.

### **SQF (Safe Quality Food) Compliance**

SQF compliance certifies that SDSP's food safety and quality management system complies with food safety regulations. In turn, our customers are assured that the product has been produced, processed, prepared, and handled according to the highest possible standards.

All Associates are required to comply with SDSP's food safety program and policies, including but not limited to:

1. Keep all work areas clean.
2. Attend required training to gain knowledge and understanding of the food safety program.
3. Articulate the importance of SQF while performing your daily job duties.
4. Represent self and SDSP through personal appearance. Associate must be well groomed and dressed in clean, neat, safe, and suitable clothing for his/her job per SQF and SDSP policy.

### **Qualifications**

#### Technical

1. High school diploma or equivalent
2. Six (6) months of utility or elevator material handler experience preferred, but not required
3. Good verbal and written communicate skills
4. Basic math skills
5. Basic computer and typing skills.
6. Maintain a safe, positive work attitude.
7. Must be dependable, self-motivated and able to work well with others.

### Physical

1. Ability to frequently bend, squat, climb, stand, walk
2. Ability to occasionally kneel, sit, push/pull, handle objects, reach above shoulder level, and use fine finger movements
3. Ability to frequently carry/lift light to moderate loads up to 50 lbs. and occasionally carry/lift heavy loads over 50 lbs.

### **Working Conditions**

1. Exposed to excessive noise
2. Works around moving machinery
3. Exposed to dust, fumes, and gases
4. Drives motorized equipment
5. Occasionally exposed to marked changes in temperature, work in confined quarters, and work on or around high structures

### **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.