

- Job Title:** Part-time Receiving/Scale Operator
- Department:** Customer Service
- Reports To:** Customer Service Coordinator
- Objective:** Orchestrate the receiving, weighing-in, unloading, sampling, and grading of soybean and oil traffic. Conducting the flow of necessary paperwork for each work area.

Essential job functions

1. Direct the flow of incoming soybeans/outgoing oil shipments.
2. Greet customers in a friendly, professional manner.
3. Perform all duties required to properly weigh incoming soybeans. Operate One Weigh and Agris; enter truck description; weight truck; enter customer name; enter shipping name; print labels to receiving; weight truck out.
4. Perform all duties required to properly weight incoming/outgoing oil trucks.
5. Complete all forms required to assist marketing in accurate payment of incoming soybeans and outgoing oil.
6. Perform the necessary safety checks to maintain the scale/receiving equipment is in safe and efficient operating condition.
7. Maintain sanitary standards in each area receiving bay, shack, library, and grounds around receiving.
8. Communicate to Customer Service Coordinator any problems that may occur and participate in problem solving.

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. Must possess the ability to communicate both verbally and written
3. Basic math skills
4. Basic computer and typing skills.
5. Maintain a safe, positive work attitude.
6. Must be dependable, self-motivated and able to work well with others.

Physical

1. Ability to frequently bend, squat, sit, stand, walk, use fine finger movements, and push/pull
2. Ability to occasionally carry/lift light to moderate loads up to 50 lbs.

Working Conditions

1. Occasionally exposed to excessive noise
2. Occasionally exposed to dust, fumes, and gases
3. Occasionally exposed to marked changes in temperature

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.