

**FARMERS GRAIN COMPANY**  
**Job Description**

**Job Title:** Delivery Driver  
**Department:** Caldwell  
**Reports To:** Caldwell Location Manager  
**FLSA Status:** Non-exempt  
**Safety Sensitive:** Yes  
**Date:** March 2021

**SUMMARY OF THE POSITION**

Responsible for the delivery of fertilizer and feed to cooperative customers and for maintaining delivery vehicles. This position also assists with the operation of the Caldwell feed warehouse and service station, including mixing feed, inventory, housekeeping, maintenance, safety, recordkeeping, and providing quality customer service.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** (include the following and others may be assigned)

Provide customers with prompt delivery of feed and fertilizer products;

Load and unload truck complying with safety regulations;

Responsible for upkeep and repairs for all vehicles and equipment and report any issues to management;

Manage record by writing sales tickets and receipts, maintain customer records (current and prospective) in route book, and maintain truck log per DOT regulations;

Load, unload, and accurately mix feed to comply with FDA regulations and recordkeeping;

Read feed sheets, production schedule, customer orders, and work orders, shipping orders, or requisitions to determine items to be moved, gathered or distributed;

Sort and place materials or items on racks, shelves or in bins;

Perform routine and preventative maintenance and housekeeping in the feed mill and premises;

Assist with monthly inventory and maintain inventory controls and records;

Fill anhydrous ammonia tanks and/or fertilizer and chemical application as qualified and needed;

Safely load and unload fertilizer and chemicals;

Perform service station and/or elevator responsibilities as needed;

Assist with the operation of the service station by coordinating vehicle and equipment service and perform mechanical work and tire repair and maintenance;

Promptly submit work orders to appropriate person when work or sale is complete;

Responsible for maintenance, repairs, upkeep and cleanliness of station and warehouse, waste oil tanks, grounds, buildings, and equipment associated with the station, including fuel pumps;

Upload and verify quantity for all incoming supplies and other freight as needed, note any damages, repair any damaged sacks to prevent product loss and environmental contamination;

Promote products and services to customers;

Perform stocking, advertising, sales, inventory and ordering of tires, batteries, accessories, and associated merchandise;

Perform customer check out using point of sale system and/or writing tickets; reconcile cash with gasoline pump readings, sales slips, and credit card charges;

Answer the telephone;

Responsible for maintaining clean facilities, and complying with all state and federal regulations pertaining to a safe workplace, housekeeping, and all activities that require regulation compliance;

Perform routine maintenance and repair on the location's facilities, equipment, and property;

Maintain a positive attitude that promotes teamwork within the cooperative and a favorable image of the cooperative;

Pay close attention to detail, multi-tasks, solves problems, communicates effectively, and works independently or simultaneously with teammates;

Provide excellent customer service by managing difficult or emotional situations; respond promptly to customer needs, resolving questions, complaints and concerns immediately and meet commitments;

Present self in a professional manner;

Employee is required to perform all other duties as directed by supervisor.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, demands and environments described below are representative of those an employee encounters while performing the essential functions of this job. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Farmer Grain Company is an EOE/ADA employer.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience. Must have basic computer operation experience. Willing to seek out and attend additional continuing education, seminars, classes or other job-related education requirements or opportunities.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

Valid Commercial Driver's License (Class A required; Tanker, Airbrakes, and Hazmat endorsements)  
Forklift certification (or the ability to obtain the certification)

### **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

**MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**REASONING ABILITY**

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to think quickly and perform a mental assessment of workplace hazards, take appropriate precautions, and choose appropriate personal protective equipment (PPE) as dictated by need, regulation, and labeling.

**PHYSICAL DEMANDS**

While performing the duties of this Job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; taste or smell; stand; walk; sit and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and /or move up to 50 pounds and occasionally lift and/or move over 100 pounds. The employee may frequently need to climb ladders (may range from 20' to 180') and stairs. This may include structural ladders as well as climbing into applicator rig, large vehicles, and/or tractors. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. This is a safety sensitive position. "Safety-sensitive" means any job that includes tasks or duties that the employer reasonably believes could affect the safety and health of the employee performing the task or others. including, but not limited to, any of the following:

- a) the handling, packaging, processing, storage, disposal, or transport of hazardous materials;
- b) the operation of a motor vehicle, other vehicle, equipment, machinery, or power tools; and/or
- c) repairing, maintaining, or monitoring the performance or operation of any equipment, machinery or manufacturing process, the malfunction or disruption of which could result in injury or property damage.

**WORK ENVIRONMENT**

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; extreme cold; extreme heat; risk of electrical shock; and vibration. The noise level in the work environment is usually loud (although not believed to exceed the eight-hour threshold for working in or around loud equipment). Employee must understand and implement all related safety policies, procedures and programs for prevention and protection while performing job duties in various work environments.