



## Location Service Specialist

### Employer

Farmers Grain Company  
Winfield Area  
aatkins@farmersgrain.net

**Job Title:** Location Manager

**Reports To:** Area Manager

**FLSA Status:** Exempt

**Safety Sensitive:** Yes

**Job Location:** Kellogg, KS

**Position Type:** Full-Time

### **SUMMARY OF THE POSITION**

This position is responsible for assisting with grain handling duties in the elevator, performing general maintenance, assisting with farm store operations, and assisting customers. Portrays a positive company image through effective communication, teamwork and outstanding customer service.

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

- Helps ensure good quality grain condition by conducting monthly facility inspections, monitoring bin temperatures, necessary housekeeping and keeping the elevator clean and performing preventative maintenance
- Assists in maintain perpetual inventory on grains and checks grain quality and/or condition of grain
- Conducts various grain activities: loads, unloads and operates scale for grain, loads out grain by rail or truck, cleans up grain spills, uploads producer's grain
- Inspects grain for insects, moisture and foreign material while unloading grain trucks
- Promptly turns work orders into appropriate person when work or sale is complete
- Promotes new products and services to customers and assists customer with questions
- Assists with product stocking, advertising, sales, inventory, and ordering
- Assists with loss prevention and reports possible violations to manager

- Continually maintains facility cleanliness withing standards set by insurance company, OSHA, and safety coordinator
- Fills and maintains anhydrous tanks
- Performs customer check out using point of sale system and/or writing tickets
- Responsible for maintenance, repairs, upkeep and cleanliness of location, facilities and grounds, including the fuel site
- Maintains and promotes safety awareness; follows safety policies, procedures, and reporting requirements
- Maintains a positive attitude that promotes teamwork within the Cooperative and a favorable image of the Cooperative
- Provides excellent customer service by managing difficult or emotional situations, responding to customer needs, resolving questions, complaints and concerns immediately and meeting commitments
- Effectively communicates by verbal and written means with customers, employees, and management
- Complies with all state and federal laws, codes and regulations
- Presents self in a professional manner
- Employee is required to perform all other duties as directed by supervisor

### **SUPERVISORY RESPONSIBILITIES**

This position 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**

A 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 Driver's License  
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:

- the handling, packaging, processing, storage, disposal, or transport of hazardous materials.
- the operation of a motor vehicle, other vehicle, equipment, machinery, or power tools.
- 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.

**BENEFITS**

Farmers Grain Company offers competitive wages, good benefits, dual retirement, and paid time off.

**Application Instructions:** Apply now online at <https://tinyurl.com/FGCjobapp> or visit any of our full-service locations to complete an application. Visit <https://tinyurl.com/FGCcareers> for more information.

