



GRAIN ELEVATOR SUPERINTENDENT JOB DESCRIPTION

SUMMARY: The Elevator Superintendent receives grain, maintains grain quality, blends and loads out grain to optimum grade specifications. Maintain elevator grounds, facilities, and equipment. Build positive goodwill with current and prospective customers and work safely.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- **Grain Quality & Handling**
 1. **Bin grain by type and quality factors; operate equipment and vehicles in responsible and safe manner.**
 2. **Blend and load out grain as directed to meet contract grade and weight specifications.**
 3. **Monitor grain inventory quality/condition and complete weekly inventory reports.**
- **Work Schedules**
 1. **Completes all assigned tasks according to work order estimates and their daily work schedule.**
 2. **Identifies the most efficient way to safely complete their scheduled assignments.**
 3. **Displays reliable attendance and schedules time-off with advance notice.**
- **Customer Service**
 1. **Promote Key Cooperative's products and services to customers.**
 2. **Explain company policies, safety, and site operations to customers as needed.**
 3. **Projects a positive attitude to customers and employees at all times; exhibits good customer relations skills.**
- **General Maintenance**
 1. **Maintain equipment to insure a safe operating environment.**
 2. **Maintain personal cleanliness and professional image of Key Cooperative's grain elevator.**
 3. **Responsible for maintenance and housekeeping and maintaining required records; maintain all records required by OSHA and Key Cooperative.**
- **Safety**
 1. **Assist as needed in conducting safety training.**
 2. **Report unsafe, defective or impaired working equipment or unsafe conditions to your Supervisor.**



3. **Immediately report any work related injury, property damage or theft to the Location Manager.**
- **Team Support**
 1. **Communicate the information necessary to co-workers to perform tasks according to their job requirements, maintain location efficiency, and maintain a safe working environment.**
 2. **Accept additional responsibilities and duties as directed by the Location Manager. Some of these additional duties may include bagged warehouse management, spring agronomy operations or truck driving among others.**
 3. **Recommend repairs and improvements to Location Manager.**

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); and three years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: Pest Control Applicators License of grade 7-E would be beneficial. Class B CDL with Endorsements.