



LOCATION MANAGER JOB DESCRIPTION

SUMMARY: The Location Manager is expected to lead and manage the location's facilities, equipment and personnel in a manner that demonstrates Key Cooperative's Mission, Vision, Principles, and Brand Promise. The Location Manager will exhibit outstanding customer service, initiate safe and efficient operations, consistently improve market share and excel at delivering projected performance and financial goals.

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

- Maintain clean facilities and equipment so that they are always in safe operating condition.
- Coordinate major repairs and location improvements with the Operations Manager.
- Maintain necessary seasonal product inventories, perform regular counts and reconciliations, timely input of required paperwork from purchase order to delivery and invoicing.
- Monitor grain inventory, quality and condition. Complete and submit weekly inventory reports.
- Oversee plant personnel, assigned labor and coordinate with on-site contractors so that projects and tasks are coordinated and performed properly and safely.
- Directly interviews, hires and supervises the assigned employees at the assigned Location in accordance with the organization's policies and applicable laws.
- Provides training, mentoring, accountability and frequent feedback in Threads for individuals on their team.
- Completes reviews on schedule for each team member; reviews are accurate, consistent and effectively communicate employee standing within the organization.
- Communicate and coordinate effectively with all areas of the business especially the Agronomy, Business Development, Operations and Grain Group Leaders regarding customer trends, competitive issues, technology changes, business growth opportunities, additions or deletions of product lines or facilities.
- Initiate periodic customer contact and cooperate with the business development group and the sales team in maintaining a current qualified prospect list that is contacted strategically and appropriately.
- Promote and coordinate annual farmer/customer programs that include soil testing, field mapping, product recommendations, timely and accurate applications, field scouting, and record keeping.
- Provide customers with cash grain bids and be able to explain basic grain contracts.
- Promote Key Cooperative's products and services to customers.



- Support and enforce policies and procedures resulting in a safe work and customer environment, safety first employee attitudes and safe driving practices.
- Maintain all records required by OSHA or Key Cooperative's safety procedures.
- Explain company policies and site operations to customers as needed.
- Adhere to and support the credit policies and guidelines of Key Cooperative.

EDUCATION AND/OR EXPERIENCE: Bachelor's degree (B. S.) from four-year college or university and four years related experience, or a minimum of seven years or more related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS: CDL with Haz Mat Endorsement. Commercial Pesticide Applicator License 1A,1B,1C. CCA certification. USDA grain weighing and grading license. Pest Control Applicators License of grade 7-E would be beneficial. First Aid and CPR certified (preferred).