



Job Title: Scale Operator
Department: Grain Department

Job Summary:

The Scale Operator receives, weighs and tests grain delivered to the company to ensure that the grain meets acceptable quality requirements to achieve optimal levels of ethanol production. The individual assigned to this position will be responsible for the quality assurance of the grain received according to company standards and will be responsible for various quality assurance projects and data collection under the direct supervision of the Shipping & Receiving Manager.

Essential Functions:

1. Inspect and grade all grain delivered to this Company to insure that grain is of acceptable quality and meets specifications as outlined in the purchase contract and reject shipments of grain not meeting standards.
2. Weigh all trucks coming into and leaving the plant and directing trucks to the proper location for loading/unloading within the plant.
3. Communicate with Production Department to ensure the timely unloading of products received.
4. Enter all customer and product data into grain receiving software.
5. Collect NIR samples as required from each customer, run daily composite tests and record data.
6. Keep the area around the truck scale, administration building and scale room clean and presentable at all times.
7. Greet customers and visitors in a friendly and courteous manner and direct them to the appropriate individual if necessary.
8. Prepare and enter silt load information daily.
9. Assist in feed analysis data entry and trends with averages determine how often updated modify.
10. Assist in updating Standard Operating Procedures contents for area as it develops.
11. Update MSDS books with updated sheets as needed.
12. Provide customer service to farmers and elevators for bids and general questions.
13. Perform selected duties of the Administrative Assistant as needed to include, but not limited to answering company phone.
14. Other duties as may be assigned to accomplish the safe and timely operations within the plant.

Qualifications:

1. Previous experience in a grain receiving and grading preferred
2. Excellent phone and verbal skills
3. Ability to greet customers in a friendly manner
4. Attention to detail
5. Ability to handle multiple tasks
6. Ability to work with all levels of staff (co-workers and management)
7. Good computer skills
8. Exemplify the high standards necessary to accomplish the goals of this Company
9. High School diploma or GED preferred