



GRAIN OPERATIONS ASSISTANT

DEPARTMENT: Okawville Grain

REPORTS TO: Operations Manager

CLASSIFICATION: Part-Time, Non-Exempt, and Eligible for Overtime

SUMMARY: Grain Assistants are responsible for loading and unloading product from and into trucks and/or rail cars and operating grain handling equipment to ensure timely delivery of product. Outdoor, weekend, and holiday work is required.

QUALIFICATIONS:

- Effective communication and interpersonal skills.
- HS Diploma or equivalent.
- Ability to understand and follow written and verbal instructions.
- Experience in truck loading/unloading and/or railcar loading beneficial. □ Skid loader, 'Bobcat', and forklift operation experience preferred.
- Must be able to meet call-in and overtime requirements as needed. Overtime, weekend, and holiday work required.
- CDL License with Haz Mat endorsement preferred

ESSENTIAL JOB FUNCTIONS AND DUTIES:

- Load trucks using meters or scales as needed to ensure timely delivery of products.
- Load rail cars with product as necessary.
- Assist grain truck unloading as needed as well as unloading supply trucks at the facility.
- Operate grain receiving, reclaiming, and elevator equipment at required levels.
- Maintain a clean work area: sweep, check equipment and lubricate as needed.
- Perform preventive maintenance such as checking lines, cables and temperature to keep grain in good quality condition, prevent spoilage, and prevent potential explosions and other hazardous conditions.
- Physically climb to the top of bins to inspect grain.
- Complete tasks assigned by the Operations Manager, Grain Manager or other Top Ag personnel.
- Complete grading of grain as needed.
- Maintain a high level of customer service and a positive attitude that promotes teamwork and a favorable image of the cooperative.
- Assist other departments such as Agronomy and Feed as needed.
- Follow all safety guidelines and procedures and attend safety meetings.
- Comply with all company policies, procedures, and rules.
- Other duties as assigned.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

While performing the duties of this position, the employee will be exposed to moving, mechanical parts, dusty conditions, high noise levels, internal and external temperature/weather conditions, and chemicals. Employee will work at heights and must be able to adapt to extended workdays and meet call-in requirements as needed.

Position requires the ability to drive equipment such as a forklift, lifting weights of sixty (60) pounds or less, bending, twisting, and turning while lifting weights of less than fifty (50) pounds, pushing brooms and shovels, standing for extended periods of time working at elevated heights, in confined spaces, and at temperatures from -20 to +100 degrees.

COMPENSATION PACKAGE

At Top Ag, we believe our employees are the cornerstone to our continued success and growth. Our motto "Partners In Success" extends to our employees as we provide opportunities for a rewarding career. We are dedicated to providing a safe, team oriented work environment while offering competitive pay and excellent benefits.

Apply in person at any location, online or contact Human Resources
Top Ag Coop, 702 S Elevator St, Okawville, IL 62271
• 618-243-3361 • careers@topag.net • [Click Here to Apply Online](#)