

## POSITION DESCRIPTION

**POSITION TITLE:** Shipping and Receiving Operator

**CLASSIFICATION:** Non-Exempt

**APPROVED BY:** Human Resources Director

**POSITION REPORTS TO:** Plant Manager

**POSITIONS SUPERVISED:** Shipping and Receiving Manager

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### POSITION PURPOSE

This position is responsible for unloading raw materials and loading ethanol, as well as the movement of trucks and rails cars on the plant site, to enable the plant to operate at maximum capacity, while supporting the policies, goals and objectives of the company.

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### ESSENTIAL FUNCTIONS AND BASIC DUTIES

1. Unload corn from trucks and rail cars, including weighing, sampling, and testing.
  2. Load ethanol into trucks and rail cars, including weighing, sampling, and testing, as required.
  3. Move rail cars on the plant site as necessary to facilitate effective receiving and shipping.
  4. Assist with maintenance and repair of receiving and shipping equipment.
  5. Maintain and calibrates testing and weighing equipment, as required.
  6. Ensure city, county, state, and federal regulations relating to the shipping department are met at all times.
  7. Participate in the safety program for the shipping department.
  8. Communicate directly with QA/QC laboratory to ensure effective participation by the receiving and shipping personnel in the implementation of QA/QC policies and procedures.
  9. Communicate directly with the maintenance department to facilitate maintenance and repair of equipment in the receiving and shipping areas.
  10. Implement programs and procedures required to ensure plant cleanliness.
  11. Assist with receiving of chemicals and supplies for process, maintenance, and other areas of the plant.
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### QUALIFICATIONS

**EDUCATION/CERTIFICATION:** High school diploma required.  
Post-secondary education and/pr a technical trade certification preferred.

### REQUIRED KNOWLEDGE & EXPERIENCE:

Two years experience working with machinery in an industrial environment or a grain elevator  
Experience with the operation of front end loaders, forklift trucks, and related material handling equipment

Strong knowledge of Microsoft Office Suite required  
Knowledge of general office equipment required

### SKILLS/ABILITIES:

Excellent written and verbal communication skills  
Strong basic math skills  
Ability to interact professionally and effectively with internal and external customers

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Ability to maintain good relationships with internal and external customers, use tact and diplomacy, and possess a customer service focus  
 Strong analytical abilities, problem solving skills, negotiation skills, dispute resolution and ability to overcome obstacles  
 Manage multiple priorities with efficiency and accuracy  
 Ability to anticipate needs and accomplish necessary tasks  
 Strong motivational ability  
 Act with honesty and integrity

**PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION**

Time will be spent in a temperature-controlled office-based environment at the maintenance office within the plant. Ability to sit for long periods of time. Able to view computer screen for lengths at a time. Some time will be spent in the plant. All types of chemical industry equipment are used in the plant to include, but not limited to fermentation vessels, jet cookers, agitators, mixing and milling equipment, distillation columns, centrifuges and distributive control systems. May be exposed to loud noises, wet and humid conditions, fumes or airborne particles, toxic chemicals, extreme hot and cold depending on weather conditions. Must be able to climb ladders and work at elevations of 175 feet. Must be able to speak and listen clearly. Fine visual acuity to read for accuracy. Some local travel required or as needed. For more detail please review the ADA questionnaire on file in Human Resources.

**PHYSICAL STRENGTH:**            **This job may require lifting of up to 50 pounds regularly.**

**INTENT AND FUNCTION OF JOB DESCRIPTIONS**

*All descriptions have been reviewed to ensure that only essential functions and basic duties have been included. Peripheral tasks, only incidentally related to each position, have been excluded. Requirements, skills, and abilities included have been determined to be the minimal standards required to successfully perform the positions. In no instance, however, should the duties, responsibilities, and requirements delineated be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate.*

*In accordance with the Americans with Disabilities Act, it is possible that requirements may be modified to reasonably accommodate disabled individuals. However, no accommodations will be made which may pose serious health or safety risks to the employee or others or which impose undue hardships on the organization.*

*Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.*

**Employee signature** \_\_\_\_\_

**Date**\_\_\_\_\_

**Supervisor signature** \_\_\_\_\_

**Date**\_\_\_\_\_

**HR Director signature** \_\_\_\_\_

**Date**\_\_\_\_\_