

South Dakota Soybean Processors

Job Description

Title Meal Loadout

Department Customer Service

Reports To Customer Service Coordinator

Supervises N/A

Revision Date

Objective Responsible to coordinate the loading of soymeal, soyhulls, and soyoil with plant personnel.

Essential Job Functions

1. Perform duties required to operate meal loadout and oil loadout in a safe and efficient manner.
2. Measure beans with accuracy to ensure proper inventory levels in the meal and hull bins; properly record measurements for daily records.
3. Responsible for loading of trucks and rail cars without supervision ensuring that the correct sample is taken, bagged, sealed, and tested.
4. Perform necessary safety checks to maintain the equipment in a safe and efficient operating condition.
5. Complete necessary paperwork required in the record keeping of the meal and oil loadout operation.
6. Communicate to Operations Coordinator any problems that may occur and participate in problem solving.
7. Maintain the designated areas to SDSP sanitation standards.
8. Constructively train less experienced associates to ensure maximum growth potential, as well as cross-train to ensure a broader view of operations.

Qualifications

Technical

1. High school diploma or equivalent
2. Six (6) months elevator material handler or six (6) months utility experience desired but not required
3. Good verbal and written communication skills
4. Basic math skills

Physical

1. Ability to frequently bend, squat, climb, stand, and walk
2. Ability to occasionally kneel, sit, push/pull, handle objects, reach above shoulder level, and use fine finger movements
3. Ability to frequently carry/lift light to moderate loads of 25-50 lbs. and occasionally carry/lift heavy loads over 50 lbs.

Working Conditions

1. Exposed to excessive noise
2. Works around moving machinery
3. Exposed to dust, fumes, and gases
4. Drives motorized equipment
5. Occasionally is exposed to marked changes in temperature; work in confined quarters; and work on or around high structures

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.