

Name _____ MVR _____ BG _____ R _____

Carolina Eastern – Crocker, LLC

Job Description

Title: Assistant Plant Manager

Status: Full Time Non-Exempt (Hourly)

Area: Position based in Stafford, NY.

Position summary: Assist Plant Manager in day-to-day operations of the facility. Learn all aspects of daily business operations and be capable of filling in where and whenever is necessary. Ability to manage other employees and allocate time wisely. Basic computer skills required to enter mixing ingredients into a batching system, emails, and other misc. tasks. Operation of a forklift for safe loading and unloading of incoming and outgoing crop nutrients and crop protection products. Position may also entail unloading rail cars of fertilizer. This position also requires the employee to complete and turn in all associated paperwork completely and accurately. General maintenance and daily lubrication of equipment. The employee is also responsible for ensuring customer satisfaction and providing customer service. Employee will be responsible for other changing tasks as deemed necessary to conform to an ever-changing industry.

Minimum qualifications: The Employee should have the ability to operate a forklift and have general math skills. Mechanical ability for small repairs of equipment a plus. The employee must be safety oriented, customer driven, a team player and be able to multi-task. Must be able to pass a pre-employment drug test and possess a clean driver's license.

Physical requirements: Employee should be able to work independently, with frequent physical activities such as lifting up to 50 lbs regularly (occasionally up to 100lbs.); shoveling, repeated bending and climbing of loader, trucks, trailers, rail cars, and related equipment. Ability to use personal protective equipment (PPE) when required.

Experience: General experience in inventory, equipment used, basic computer skills and paperwork. Prior management experience preferred.

Education: Minimum of a high school education or equivalent work experience proving the ability to perform position requirements.

Reporting relationship: This position reports directly to the Plant Manager, who reports to the General Manager.

Working conditions: Indoors and outdoors position in areas that may become dusty environments, Monday through Friday, with Saturday's during the busy season (approximately April – mid-July) with varying hours based on need and weather in a fast-paced environment. Could be long hours during the busy season.

Success factors: Consistent personality, dependable nature, ability to adapt to changing customer needs and willingness to learn and accept constructive criticism are absolutely necessary.

I have read and understand the above information and am able to perform the above-listed responsibilities.

Employee Signature: _____

Date: _____

I have reviewed the above with the employee and given the employee the opportunity to ask any questions related to the job.

CE - Crocker Manager Signature: _____

Date: _____