

Name _____ MVR _____ BG _____ R _____

Carolina Eastern – Crocker, LLC

Job Description

Title: Production Assistant **Status:** Full-Time Non-Exempt (Hourly)

Area: Position based in Stafford, N.Y.

Position summary: Responsible for operation of mixing dry and liquid fertilizer within automated system and mixing dry crop nutrients with an articulating front-end loader and/or mixing liquid crop nutrients through liquid plant using batch tickets and for position related inventory control. Employee is also responsible for the operation of a forklift and skid steer 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; housekeeping (cleaning) of plant and work areas. 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 ability to use an articulating front-end loader, forklift and skid steer is required, as is having 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, and paperwork.

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: Outdoors position in areas that may become dusty environments, Monday through Saturday work schedule possible with varying hours based on need and weather in a fast-paced environment.

Success factors: Consistent personality, dependable nature, ability to adapt to changing customer needs and willingness to learn and accept constructive criticism is 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: _____