

**FOX RIVER VALLEY ETHANOL, LLC**  
**JOB DESCRIPTION**

**TITLE :** Commodities Assistant  
**REPORTS TO:** Distillers Grain Merchandise Manager

**STATUS:** Non-Exempt  
**UPDATED:** January 2017

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**Position Summary:**

Observes all safety rules and regulations, conducts self in a safe manner at all times. Provides for the timely and accurate administration of transactions for incoming commodities and outgoing products. Works with drivers/producers on a daily basis, positively represents the Company in these interactions. Keeps others informed of problems or potential problems as indicated.

**Primary Responsibilities:**

1. Learns, understands, and complies with applicable plant safety rules and regulations at all times. Holds self and others accountable for safe operations, wears required PPE, actively participates in regular safety training and testing.
2. First point of contact for direct purchasing of incoming truckloads of corn. Interacts with drivers/producers in a courteous and professional manner to weigh loads and test corn quality according to established procedures (moisture content, test weight, foreign material, damage from mold, etc.). Communicates quality rating and documents loads in computer system.
3. Prepares scale tickets daily, documents all outgoing products according to contracts and established procedures for each product (liquid CO<sub>2</sub>, corn oil, corn syrup, etc.).
4. Files grain settlements and corn contract according to established procedures.
5. Prepares mailings of various commodities items according to established procedures.
6. Assists others in the commodities function with special projects and other work as assigned.
7. Communicates with other employees regarding status of work in process to ensure smooth operation of the commodities function.
8. Reacts quickly to problem situations and to directions given by management.

**Work Relationships:**

Reports directly to Distillers Grain Merchandise Manager. Works closely with others in the commodities function, employees at the main office, and frequently with other employees in the office. Regular, daily contact with corn producers and truck drivers, as well as freight providers, customers and marketers – in person and on the telephone.

**Performance Expectations and Competencies:**

Work performed is expected to meet or exceed guidelines for safety, quality, accuracy, timeliness and thoroughness. Must be reliable and timely in reporting to work. Competencies include the ability to: think and work safely, interact professionally with external contacts (producers, drivers, customers, freight providers, etc.), accurately troubleshoot and resolve data and inventory problems, gain the trust and respect of co-workers and management, communicate effectively and develop good working relationships with others, conduct self with

honesty and integrity, take initiative to notice what needs to be done and the good judgment to act appropriately.

**Knowledge, Skills and Abilities:**

Requires at least a high school education or equivalent, prefer additional administrative training. Knowledge of corn grading is very helpful. Must have ability to read and clearly speak English, interact professionally with other people, follow written and verbal instructions, write legibly for logs and documentation, perform basic math operations (add, subtract, multiply, divide, fractions and decimals), use a computer proficiently for data entry and retrieval, read scales. Working knowledge of Microsoft Outlook, Excel, and Word is very helpful. Must be able to work both independently and as a team member, and multi-task effectively.

EXPERIENCE working in an administrative capacity is highly desirable.

SHIFT SCHEDULE – Works mostly during regular office hours on weekdays, usually between 7:00 a.m. and 5:00 p.m. Some variability in scheduling of days and hours depending on full-time or part-time status, and work load. May occasionally be required to work overtime (especially during harvest season), evenings, weekends, or holidays.

**Working Conditions:**

Work is performed mostly indoors in an office environment. May be subjected to odors from incoming and outgoing products, occasional outdoor heat, cold, humidity, rain, snow, etc. Requires excellent eye-hand coordination for data entry, periods of sitting and standing, working at a computer terminal, use of a variety of office equipment. During harvest season, work is mostly standing and there are deadline pressures to weigh loads, test corn, communicate with others and document.

This job describes the general nature and level of work performed by employees assigned to this position. It does not state or imply that these are the only duties and responsibilities assigned to the job. Employees may be required to perform other job-related duties as requested by management. All requirements are subject to change over time and to possible modification to reasonably accommodate individuals with a disability.