

FOX RIVER ELEVATOR, LLC

Elevator Operator

Are you looking to join a **GREAT TEAM** and get rewarded for your hard work?! Come join **Fox River Elevator** and receive a **\$1500.00 Sign on Bonus!** In addition, we offer a very competitive benefit package and our benefits start on **DAY ONE!** We offer paid time off and 8 paid holidays, as well as a generous 401k match, quarterly bonus payouts and an annual profit sharing!

No experience necessary, as we'll train the right candidate, but we are looking for someone who wants to work hard and take the initiative to learn and develop!

Duties and Responsibilities:

- Learns, understands, and complies with applicable elevator 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.
- First point of contact for incoming truckloads of corn. Interacts with drivers 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.
- Prepares scale tickets daily, documents all transactions according to contracts and established procedures.
- Communicates with other employees regarding status of work in process to ensure smooth operation.
- Troubleshoots and adjusts operational problems to maximize production.
- Performs inspections – includes walking through the entire plant on each shift while looking and listening for equipment and process problems.
- Performs quality control tests and logs accurate results according to established procedures. Makes extra checks on problem areas and adjusts as needed for optimization of plant through-put.
- Communicates in a timely manner with appropriate people regarding operating conditions that need attention. Follows up with supervisor as needed.
- Supports production plant in Oshkosh as needed.
- Performs housekeeping and sanitation processes according to established procedures.
- Reacts quickly to problem situations and to directions given by management.
- Assists others with special projects and other work as assigned

Required Skills & Abilities:

- 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.
- Think and work safely
- Interact professionally with external contacts
- 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.
- 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.

Education & Experience:

- Requires a high school education or equivalent
- Knowledge of corn grading is preferred.

Physical Requirements:

- Work is performed outdoors and also spending time indoors in an office setting.
- May be subjected to odors from incoming and outgoing products, 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
- Must be able to lift up to 50 pounds at times.

Working Conditions:

Work is performed will be subjected to odors from incoming and outgoing products, 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.