

**Ag Cooperative Management and Operations Program Intern
Job Description**

Job Title: Management and Operations Program Intern
Reports To: General Manager
FLSA Status: Non-Exempt

SUMMARY

The Management and Operations Program Intern is responsible for learning all aspects and functions of the cooperative; completing an assigned project and presentation on a topic related to cooperative management, assisting with tasks in all areas as assigned; and providing maximum service to members and patrons in order that the cooperative will be recognized by everyone as an efficiently managed, soundly financed and democratically controlled organization, which renders a vital service to its members and the community. Intern will work during the months of May, June and July.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Includes the following and other duties may be assigned.)

Complete an assigned project and presentation on a topic related to cooperative management.

Become familiar with operating a grain storage facility including receiving, grading, weighing, loading and unloading, cleaning, segregating and storing all types of grain.

Become familiar with petroleum marketing, distribution and procurement activities.

Maintain accurate records in accordance with established company policy.

Become familiar with operating a fertilizer plant to include blending, loading, unloading, purchasing and applying products to customers' fields to meet specific yield or production goals.

Work with Agronomist to consult with and make agricultural-chemical recommendations to customers insuring that the right products are applied at the right rate on the right fields.

Become familiar with operating a feed mill to include mixing, grinding, formulating, loading and delivering customer orders in a timely and accurate manner with minimum waste.

Assist with inventories, end of month accounting and reports, administration of the credit policy and invoicing operations of the company.

Perform housekeeping and maintenance operations on all company facilities and equipment as directed.

Provide excellent customer service by managing difficult or emotional situations, responding promptly to customer needs, resolving questions, complaints and concerns immediately and fulfilling commitments.

Effectively communicate by verbal and written means with customers, employees and management.

Maintain and promote safety awareness; follow safety policies, procedures and reporting requirements.

Understand and comply with all state and federal laws, codes and regulations.

Perform other duties and special projects as assigned by General Manager.

SUPERVISORY RESPONSIBILITIES

None

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The qualifications, demands and environments described below are representative of those an employee encounters while performing the essential functions of this job. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Sophomore, junior or senior currently pursuing a bachelor's degree an accredited college or university. Minimum cumulative GPA of 2.50. Background in agriculture is preferred, but not required.

CERTIFICATES, LICENSES, REGISTRATIONS

Must have a valid driver's license and driving record must meet insurance underwriting guidelines.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent. Ability to learn and use basic accounting principles.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Must be able to think quickly and perform a mental assessment of workplace hazards, take appropriate precautions, and choose appropriate PPE as dictated by need, regulation, and labeling.

COMPUTER SKILLS:

To perform this job successfully, an individual should have knowledge of Accounting software; Database software; Internet software; Spreadsheet software and Word Processing software.

PHYSICAL DEMANDS

While performing the duties of this Job, the employee is frequently required to use hands to finger, handle, or feel; reach with hands and arms; talk or hear; taste or smell; stand; walk; sit and climb or balance. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and /or move up to 50 pounds and occasionally lift and/or move over 100 pounds. The employee may frequently need to climb ladders (may range from 20' to 180') and stairs. This may include structural ladders as well as climbing into applicator rig, large vehicles, and/or tractors. Specific vision

abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Employees must understand and implement all related safety polices, procedures and programs for prevention and protection while performing job duties in various work environments.

WORK ENVIRONMENT

While performing the duties of this Job, the employee may be exposed to moving mechanical parts; fumes or airborne particles; outside weather conditions; extreme cold and extreme heat toxic or caustic chemicals and vibration. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; risk of electrical shock and explosives. The noise level in this work environment is usually loud (although not believed to exceed the eight hour threshold for working in or around loud equipment). Employee must understand and implement all related safety polices, procedures and programs for prevention and protection while performing job duties in various work environments.

DISCLAIMER

This Job Description indicates the general nature and level of work expected. It is not designed to cover every single activity, duty or activity required of the employee.

I agree that I can perform the job as stated above and am able to work in these conditions.

Applicant Signature

Date