



# Augusta Cooperative Farm Bureau, Inc.

<b>Job Title:</b>	<b>Bulk and Bagged Feed Delivery Driver</b>	<b>Job Status:</b>	Full Time
<b>Department/Group:</b>	Staunton Mill	<b>Reports To:</b>	Feed Mill Manager
<b>FLSA Status:</b>	Non-exempt	<b>Travel Required:</b>	No overnight travel
<b>Job Category:</b>		<b>Positions Supervised:</b>	None
<b>Work Schedule:</b>	5 day work week, days vary, OT may be required.		
<b>Job Summary:</b>			
Drive bulk truck or box truck to deliver bulk and bagged feed products to customers in a manner the projects Augusta Coop's commitment to quality and timely service.			
<b>Job Description</b>			
<p><b>TO PERFORM THIS JOB SUCCESSFULLY, AN INDIVIDUAL MUST BE ABLE TO PERFORM EACH ESSENTIAL DUTY SATISFACTORILY. REASONABLE ACCOMMODATIONS MAY BE MADE TO ENABLE QUALIFIED INDIVIDUALS WITH DISABILITIES TO PERFORM THE ESSENTIAL FUNCTIONS.</b></p> <p><b>ESSENTIAL FUNCTIONS</b></p> <ul style="list-style-type: none"> <li>• Obey traffic laws and follow established traffic and transportation procedures.</li> <li>• Inspect and maintain vehicle supplies and equipment, such as gas, oil, water, tires, lights, or brakes, to ensure that vehicles are in proper working condition.</li> <li>• Report any mechanical problems encountered with vehicles.</li> <li>• Present bills and receipts and collect payments for goods delivered or loaded.</li> <li>• Load and unload bulk trucks and box trucks.</li> <li>• Verify the contents of inventory loads against shipping papers.</li> <li>• Turn in receipts and money received from deliveries.</li> <li>• Maintain records, such as vehicle logs, records of cargo, or billing statements, in accordance with regulations.</li> <li>• Read maps and follow written or verbal geographic directions.</li> <li>• Use and maintain the tools or equipment found on commercial vehicles, such as weighing or measuring devices.</li> <li>• Perform emergency repairs, such as changing tires or installing light bulbs, fuses, tire chains, or spark plugs.</li> <li>• Follow all QC SOP's, CGMP'S and housekeeping procedures, including Medicated Feed Delivery guidelines.</li> <li>• Other duties as assigned by management.</li> </ul> <p><b>COMPETENCY STATEMENT(S)</b></p> <ul style="list-style-type: none"> <li>• Adaptability - Ability to adapt to change in the workplace.</li> <li>• Accountability - Ability to accept responsibility and account for his/her actions.</li> <li>• Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.</li> <li>• Autonomy - Ability to work independently with minimal supervision.</li> <li>• Resource Management (People &amp; Equipment) - Ability to obtain and appropriate the proper usage of equipment, facilities, materials, as well as personnel.</li> <li>• Safety Awareness - Ability to identify and correct conditions that affect employee safety.</li> <li>• Time Management - Ability to utilize the available time to organize and complete work within given deadlines.</li> <li>• Working Under Pressure - Ability to complete assigned tasks under stressful situations.</li> </ul>			

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Accuracy - Ability to perform work accurately and thoroughly.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Reliability - The trait of being dependable and trustworthy.

**PREFERRED SKILLS**

- Commercial Driver's License: Required
- 6 plus months of experience

**PREFERRED EDUCATION AND OTHER SKILLS**

- High School Graduate or General Education Degree (GED): Required

**ADDITIONAL NOTES**

This job description reflects management's assignment of essential and central functions of this job; It does not restrict management's rights to assign or reassign duties and responsibilities to this job at any time; Changes to this job description should be expected to meet the changing needs of the business and its customers.

**Physical Demands:**

This position is physically demanding that requires frequent standing, walking, sitting, climbing, reaching outwards and/or above the shoulder, and lifting/carrying and/or pushing/pulling up to 100 pounds. There is also occasional squatting, kneeling, and bending.

**Work Environment:**

Employee will work in a manufacturing and/or outside environment. Employee will be faced with working in temperature extremes and other inclement weather that may contribute to road hazards. Employee may be exposed to hazards from things like augers, ladders, heights, farm animals and other environmental hazards.

Employee Signature:		Date:	
Supervisor Signature:		Date:	
Last Updated/Reviewed:	08/28/2019		