



Job Description – Career Focus

Position: Feed Mill Employee – Day Batching Operator

Applicant: _____

Summary of Position: Not limited to batching feed on an as needed or as directed basis for the feed mill or pet food plant. Receiving bulk ingredients during the hours of 4am through to 8am are required for the position. This position takes scheduling order from the Batching Supervisor, but reports to the General Manager who at the time of hire is: Mark Flaherty. The foremost priority of the job is to work safely – safety is always #1 priority.

Key Responsibilities: The person responsible for holding this position shall maintain the following responsibilities from 4:00am – 12:30pm during days of operation at the facility of 58 McGivern St. Moorefield.

- **The use of computer batching equipment in the feed mill.**
- **Following SOP Guidelines set forth by Regulatory Compliance.**
- **The sourcing and picking of all ingredients required to batch feed.**
- **Receiving of ingredients in bagged, toted and bulk forms.**
- **The cleanliness of your work area.**

Expectations: The person holding this position is expected to arrive to work on time in a state ready for work. They must be able to operate equipment and work with people each and every day. The 5 “key responsibilities” listed above **MUST** be satisfied every day. Failure to do so will result in an incomplete assessment of the duties you were hired to perform.

Education: The person in this position should have experience using elevators, routing bin destinations, handling bulk and bagged feed and have a general awareness of the importance of traceability in handling feed products. The person in this position shall also hold a class G drivers license and be able to operate a forklift. This person should have a Grade 12 diploma.

Work Conditions: The person in this position will be expected to work outside for a large percentage of the day. All of the work performed in this position is not in a climate controlled area. Insulated work cloths recommended in the winter. This person may be required to work

in a noisy or dusty area – which Spectrum Feed Services Ltd. will commit to providing noise and nasal protection at no cost.

Performance Evaluation: The person holding this position will be evaluated on performance based directly on the ability to **efficiently** and **accurately** perform the 5 responsibilities indicated. In addition, the person holding this position will be largely evaluated on their abilities to think ahead and problem solve.

I have **reviewed** and **understand** the contents of this Job Description. If there is anything I am unclear about, I have voiced my concerns to my immediate supervisor the date this job description is signed. I _____ can successfully fulfill each duty or task set forth by this document. I also understand that the management retains the right to change this job at any time.

Employee Signature

Date

Immediate Supervisor Signature