

E ENERGY ADAMS, LLC

Temporary Material Handler

Job Description

Title Temporary Material Handler

Department(s) Grain

Reports to EHS Manager

Job Summary

Material Handler is responsible for receiving incoming grain to temporary corn storage area and loading trucks. Material Handler will support all policies, goals and objectives of the company, and will represent the company in a knowledgeable and professional manner.

Summary of Essential Job Functions

- Skillful use of end loader.
- Responsible for overseeing all grain dumped at temporary corn storage area.
- Responsible for receiving all incoming manufacturing supplies. Coordinate and verify receiving with Purchasing Agent.
- Responsible for daily inspection of grain receiving equipment.
- Responsible for housekeeping, equipment and operation of the temporary corn receiving area.
- Communicate with EHS Manager to report problems, for timely repairs, routine maintenance and to keep areas clean and safe.
- Ensure safe work practices are implemented at all times. Report any safety issue or problem to supervisor immediately.
- Complete any and all tasks assigned by supervisor.
- Other duties not listed herein, but which need to be accomplished to maintain safe and productive day-to-day operations within the plant.
- Maintain confidentiality of all records and company matters.

- Maintain high level of service and work performance, promote team environment and maintain pleasant work environment.
- Promote E Energy Adams in the community.

Minimum Requirements

Experience in truck loading and unloading, front end loaders, skid loader and forklift is preferred. Experience with grain handling equipment a plus. Attention to safety critical. Must be willing and able to wear Personal Protective Equipment (PPE) as required by the job. Must have ability to climb ladders, work at height of at least 30 feet, to stand and walk for long periods of time and to lift at least 50 pounds. Must be willing to work exposed to all elements of weather, loud noise, dusty conditions, chemicals and heavy moving equipment. Must be willing to work flexible schedule and overtime. High school diploma.

Abilities Required

The Material Handler must be able to perform essential job functions satisfactorily with or without reasonable accommodation. The requirements listed above are representative of the knowledge, skills, and/or ability required. If accommodations are needed by an applicant or employee to perform the essential job functions, please advise the Human Resources Assistant in writing as to the accommodations requested.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional Information

HR use only	
Job code	
Generic title	Temporary Material Handler
Pay grade	
Management? (Yes/No)	No
E/NE status	Non-exempt
Last revised	August 5, 2010
Approved By	Joe Oswalt, EHS Manager